



Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS

EXECUTIVE BOARD REGULAR SESSION





EXECUTIVE BOARD MEMBERS

Sherry Bartmann	President
Elaine Hungenberg	Vice-President
Donna James	Treasurer
Jenny Ojala	Secretary
John Feyen	Member
Carolyn Mader	Member
Holly Stephens	Member

AGENDA

- 1.0 OPENING OF THE MEETING
- 2.0 CITIZEN COMMUNICATION
- 3.0 REPORTS
- 4.0 ITEMS FOR INFORMATION
- 5.0 ITEMS FOR ACTION
- 6.0 CONSENT AGENDA
- 7.0 BOARD-PULLED CONSENT AGENDA ITEMS
- 8.0 MEMBERSHIP-PULLED CONSENT AGENDA ITEMS
- 9.0 EXECUTIVE SESSION
- 10.0 ADJOURNMENT



VISION & MISSION

Windsor Charter Academy's vision is "where students are educated, empowered, and equipped to reach their highest potential."

Windsor Charter Academy's mission is "Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning."



ELEMENTARY SCHOOL

680 ACADEMY CT.
WINDSOR, CO
80550

MIDDLE SCHOOL

810 AUTOMATION DR.
WINDSOR, CO
80550

EARLY COLLEGE HIGH SCHOOL

810 AUTOMATION DR.
WINDSOR, CO
80550



AUGUST 24, 2023 MINUTES TO BE APPROVED AT THE SEPTEMBER 2023 REGULAR SESSION

AUGUST 24, 2023 REGULAR SESSION

1.0

Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:03 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Elaine Hungenberg, Executive Board Vice President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Kelly Seilbach, Director of Middle School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

A motion was made to approve the August 2023 Regular Session agenda by Donna James and seconded by Holly Stephens. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the June 22, 2023 Regular Session and the August 9, 2023 Work Session was made by John Feyen and seconded by Holly Stephens. Members voted the following:

Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6.1 JUNE 22, 2023 REGULAR SESSION MINUTES

1.1 Call to Order

The meeting was called to order at 6:10 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member
Elaine Hungenberg, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

A motion was made to approve the June 2023 Regular Session agenda by Donna James and seconded by Holly Stephens. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the May 15, 2023 Regular Session was made by Holly Stephens and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, abstain; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 0 parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

3.1 Executive Director Report

Firebird Facility Update: Exciting things are happening with our Firebird Facility project! Brett Brown, represents WCA as our owner's representative. The following items outline the progress that has been made:

1. WCA successfully negotiated with the Town and received a Utility and Grading Permit to allow the dirt work and utilities to start. The School received a grading and utility permit on June 7th.
2. On June 21th, WCA was able to procure a footing and foundation permit that will allow the School to complete the concrete foundations for the project.
3. In January it was determined that a Major Site Plan Review was required by the Town of Windsor for the project. The required documents were completed, and the submission was made on February 7th. The review of this submission is still ongoing, There are a couple final steps that need to occur which includes outside utility contractors (Century Link) signatures on the plans, as well as the Development Agreement. The School has been waiting on the Town attorney for 0.4"more than three weeks. Completion of these two items should lead to a full building permit.
4. Because this is a school build, some of the permits come through the State; WCA is verifying that they have completed necessary steps for their inspections.
5. WCA secured all needed signatures from Greeley Water without any adjustments to the easement.
6. The Town waved some review and administrative fees for the permit; the School should be under budget on permit fees. WCA is still waiting for Xcel's costs.
7. WCA has completed the contracts with Dohn Construction and received the bonds and insurance requirements as needed.
8. Dohn has mobilized and begun work. They have completed the needed demo and are currently building the building pad and installing the wet utilities. Once the major dirt operation has completed, Dohn will begin curb and gutter on the new parking lot. Once the lot is paved, they will erect the project fence on the east side of the site. Brett Brown would estimate that Dohn is about 8 days behind currently with the delays in permitting and the rain. Currently WCA has experienced two contractual weather days.
9. The conduits for permanent gas and power have been installed. The timeline did not allow for Xcel to complete their design and install the conduits as typical, so WCA had to improvise to keep the parking lot progressing.
10. The design team has been instructed to add the running track to the final set of drawings.
11. WCA has completed the parking lot layouts designating Staff, Student & Visitor parking areas, directional signage for the drop off lane, and a monument sign at the entry onto Firebird Way.
12. The committee have had several meetings to finalize the furniture package for the building; additional soft seating has been added for the second floor outside the observation deck for a student study area.
13. WCA has meet with Security & Sound to coordinate the low voltage, access control, intercom & PA, as well as the security systems.
14. WCA is working on the procurement of appliances and the remaining FFE.
15. The School is working with the bleacher vendor on providing an upgraded seating option as well as wrestling mat storage below the bleachers.
16. Brett Brown and Rebecca Teeples presented the School's status to the Bond Oversight Committee on June 15th.
17. Currently WCA has executed the following change orders
 - Electrical upgrades for new code, \$40,385
 - Landscape changes per Town of Windsor, \$3,921.85
 - Welded Hollow Metal Frames, \$4,681.60
18. Currently, the following change orders are pending:
 - Change Roof Top Units to Lennox, a savings of \$20,000 and a 5 weeks earlier delivery
 - Soft spot in excavation found on June 15th; it has not been priced yet
 - Additional changes to parking lot configuration to make it safer
 - Evaluating a proposal for reconfiguration of the electrical gear that will save 12 weeks in manufacturing
 - Upgrading bleachers to accommodate wrestling mat storage
 - Adding running track
19. WCA remains below our budget for the project and continue to explore options to enhance the spaces and make it the best building possible.

Enrollment Numbers: In addition, the Executive Director reviewed the current enrollment numbers and the Executive Board calendar.

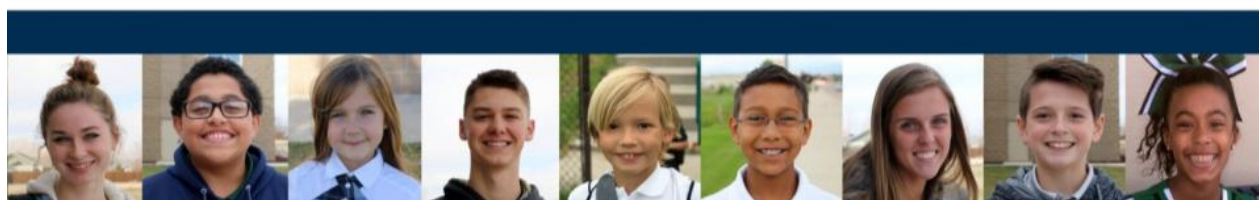
➔ **Stability in Enrollment**

School	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Elementary School	685.0	775.0	778.0	778.0	779.0
Middle School	351.0	371.0	365.0	383.0	384.0
High School	302.0	336.0	359.0	375.0	428.0
Total	1,338	1,482.0	1,502.0	1,536.0	1,591.0

wait lists

Elementary School	Middle School	High School
659 (493 last year at this time)	0 (1 last year at this time)	26 (0 last year at this time)

The 2023-2024 budget is based on 1538 students.



Important Dates for the Executive Board:



Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
June 22nd	6:00 p.m.	Executive Board Regular Session	HS Commons
August 11th	8:15 a.m.	Back-to-School Kickoff	MSHS Gymnasium
August 24th	6:00 p.m.	Executive Board Regular Session	HS Commons

3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: May Fair, Executive Board/Executive Director evaluation meetings, groundbreaking ceremony, HS soccer banquet, exit interview, 5th & 8th grade continuation, and senior graduation ceremony
- Elaine Hungenberg: May Fair, Executive Board/Executive Director evaluation meetings, groundbreaking ceremony, and senior graduation ceremony
- John Feyen: Groundbreaking ceremony and senior graduation ceremony
- Donna James: Groundbreaking ceremony and senior graduation ceremony

- Jenny Ojala: OAC meetings, 5th grade continuation, groundbreaking ceremony and senior graduation ceremony
- Carolyn Mader: Groundbreaking ceremony, HS soccer banquet, presentation on “Fight the New Drug,” and senior graduation ceremony
- Holly Stephens: May Fair, groundbreaking ceremony, 5th & 8th grade continuation, and senior graduation ceremony

4.1 School Data

The Executive Director reviewed slides that outlined data from the strategic plan, as well as from the annual stakeholder surveys.

4.2 Executive Board Professional Development Plan

The Executive Board has \$4,000 allocated in the general budget for the upcoming school year for professional development. Based on the strategic plan, the Executive Board has prioritized professional development and has made a goal of completing 12 hours during the school year. Some options for professional development are through the Colorado League of Charter Schools, through our legal attorney, and at the annual conference through the League.

5.1 2023-2024 Public Officials Oath

Members of the Executive Board took an oath as public officials in Colorado, outlined in SB 23-287.

5.2 Review of BC Policies

- 5.2.A Policy BC Executive Board Member Conduct
- 5.2.B Policy BC-R School Board Member Financial Disclosure
- 5.2.C Policy BCA Code of Ethics for Executive Board Members
- 5.2.D Policy BCB Executive Board Member Conflict of Interest

5.3 2023-2024 Board Meetings

The following dates for the 2023-2024 Board meetings are a recommended change from the traditional 4th Thursday of each month:

- 5.3.A November 16, 2023
- 5.3.B December 14, 2023
- 5.3.C May 13, 2024
- 5.3.D June 13, 2024

A motion to approve the proposed changed dates for the months of November, December, May and June for the 2023-2024 school year was made by Carolyn Mader and seconded by Donna James. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.1 Personnel

- 6.1.1 Appointments
 - 6.1.1.1 Stephen Cummings: Custodian
- 6.1.2 Terminations/Resignations
 - 6.1.2.1 Duncan Wotowey: Custodian

6.2 Policies

- 6.2.1 Policy JEB Entrance Age Requirements, First Read
- 6.2.2 Policy JFB Enrollment at Windsor Charter Academy Schools, First Read
- 6.2.3 Policy JKA Use of Physical Intervention and Restraint, First Read
- 6.2.4 Policy JKA-R Use of Physical Intervention and Restraint—Regulation, First Read

6.3 Financials

- 6.3.1 April 2023

The motion was made by Donna James and seconded by Holly Stephens to approve the Consent Agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.0 Executive Board Pulled-Consent Agenda Items

8.0 Member Pulled-Consent Agenda Items

9.0 Executive Session

A Board of Education, upon the affirmative vote of a quorum present, may convene in Executive Session at a Regular or Special Meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

A motion was made to go into Executive Session based on the following citations. The Board entered Executive Session at 8:35 p.m. The Board returned from Executive Session at 10:24 p.m.

- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)

The motion was made by Donna James and seconded by Elaine Hungenberg to give the Executive Director a raise of 2% for the 2023-2024 school year. Members voted the following: Feyen, aye;

Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

10.0 Adjournment

The motion was made by Donna James and seconded by Jenny Ojala to adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 10:25 p.m.

1.6.2 AUGUST 9, 2023 WORK SESSION MINUTES

Work Session August 9, 2023

1.1 Call to Order

The meeting was called to order at 6:20 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member (absent)
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member
Elaine Hungenberg, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

A motion was made to approve the August 2023 Work Session agenda by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Items for Information

2.1 Planning for the 2023-2024 School Year

3.0 Adjournment

A motion was made to adjourn the August 2023 Work Session agenda by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 8:52 p.m.

2.0 Citizen Communication

There were 2 parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

- Trent Leisy: Mr. Leisy spoke to the Board about the school bond last fall. He cautioned the Executive Director to remain neutral during future bond campaigns. He presented a check back to the Board for the amount he collected from campaign finance violations from Windsor Charter Academy. He shared his support for the work that occurs to support students at Windsor Charter Academy.
- Yuli Ramirez: Ms. Ramirez shared that she looked forward to attending board meetings and being a part of the work at Windsor Charter Academy.

3.1 Executive Director Report

Executive Board Calendar

The following dates outline upcoming Executive Board committees, work, and meetings.

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 25th	8:15 a.m.	Coffee w/ Leadership	MS Media Center
September 7th	3:45 p.m.	Safety Committee	HS #187
September 12th	3:45 p.m.	SAC	HS #187
September 20th	4:00 p.m.	Finance Committee	HS Conference Room
September 28th	6:00 p.m.	Executive Board Regular Session	HS Commons

Earth Science Teacher-of-the-Year Award

Shirley Davis received an Earth Science Teacher of the Year award for 2023. The school received \$2000 to be used for Shirley’s classroom. As a recipient of this scholarship, she was recognized at the RMAG luncheon meeting and is highlighted in the August issue of the *Outcrop* with an article.

Grant & Donations

Windsor Charter Academy has received **\$190,373** in grant and donation money over the summer months based on grant applications and donor relationships!

- Windsor Charter Academy received a safety grant that I wrote. We received \$167,850. The grant will cover \$82,855 for the elementary school intercom system; \$80,955 for the middle & high school intercom system; and \$4,000 for additional 2-way radios.
- Working with a donor that I meet regularly with, the donor gave \$10,000 to the middle and high school that will cover \$6,000 for the robotics program; \$3,000 for STEM-related electives; and \$1,000 for middle school recreation equipment.
- The Weld Trust Foundation gave \$5,000 to Windsor Charter Academy. The grant will cover instructional equipment and resources for the elementary school art and PE program.
- Jeannine Davison applied for a grant to support our Food Service program. Windsor Charter Academy is a recipient of the grant and will receive \$7,523 for food that is Colorado grown, raised, processed, minimally processed, and value-added products.

Professional Development

In June, seven elementary teachers, seven middle school teachers, five high school teachers, two Instructional Coaches and three administrators attended AVID Summer Institute. This three day institute provides an opportunity for AVID Site Team members to deepen their understanding of AVID instructional practices, collaborate as a team to develop AVID goals, and experience the energy that AVID brings to carry out the mission of All Means All. Teachers are looking forward to bringing back their learning to their colleagues throughout the school year.

New teachers returned on August 7th and all staff returned on August 11th. Professional development occurred over the course of several days that ranged from safety training to AVID writing. These trainings supported staff as they prepare for the start of the new school year.

Instructional Coaches

In an effort to build relationships and support teachers, the Instructional Coaches will spend time during the first weeks of school engaged in Listening Tours with all K-12 teachers. Listening Tours are one-on-one meetings with teachers to learn about their professional growth goals and coaching needs. The coach-teacher partnership has contributed to our great success with increasing teacher effectiveness and student achievement.

Enrollment

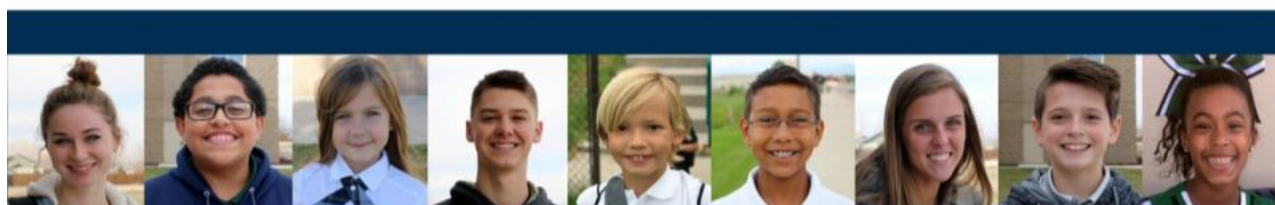
Stability in Enrollment

School	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Elementary School	685.0	775.0	778.0	778.0	773.0
Middle School	351.0	371.0	365.0	383.0	374.0
High School	302.0	336.0	359.0	375.0	416.0
Total	1,338	1,482.0	1,502.0	1,536.0	1,563.0

wait lists

Elementary School	Middle School	High School
637	3	24

The 2023-2024 budget is based on 1538 students.



Firebird Facility

Brett Brown, Windsor Charter Academy's Owner's Representative, summarized the construction work that has occurred since the last June Board meeting:

- Phase 1 was successfully completed. The phase included the new student parking, paved the staff lot, and added signage and striping to the existing MS/HS lot. Despite the weather, pumping soils conditions, several unexpected, buried trash and waste piles, the parking lot was opened prior to the all-staff Back-to-School Kickoff on August 11th.
- On August 9th, we had an unfortunate situation when one of the construction workers suffered a heart attack on site and passed away. Even though the death was ruled non-work related and due to natural causes, the subcontractor and general contractor are each evaluating the incident to determine if there are any needed adjustments to safety programs or policies.
- Windsor Charter Academy has received its full building permit and is fully entitled to complete the project.
- About 90% of the foundation work is complete for the Firebird Facility. Masons will be mobilizing to begin masonry and MEP trades will begin on underground work below the slabs. The decorative block, bar joists, and steel package have all been ordered and appear to be on track for delivery prior to their respective need by dates.
- Ongoing work is occurring as coordination occurs for low voltage, access control, intercom & PA, security systems, and furniture.
- Collaboration with the bleacher vendor is occurring to provide an upgraded seating option, as well as wrestling mat storage below the bleachers.

- Currently we have experienced four contractual weather days for the building and experienced six weather days for the parking days. The project is on time; completion is still expected for August 2024.
- Windsor Charter Academy remains below budget for the project and continues to explore options to enhance the spaces and make it the best building possible.
 - The following are commitments:
 - Running track in the gym
 - Monument sign
 - We are currently evaluating:
 - Enhancing the exterior spaces around the building to provide some outdoor recreation space for the students to use, including trellis(s), seating, small turf area, possible pickle ball and Gaga courts
 - Enhancing the student drop-off area in front of the building
 - Adding some additional building signage to be visible from Hwy. 257.
 - Soccer field surface

Exit Survey Results

Our Strategic Plan outlines a goal for Windsor Charter Academy to complete exit interviews twice a year. Exit interview data is shared with the Board in January based on interviews that occur for former staff members that resigned during the months of July to December for the first semester of a school year. Exit interview data is also shared in August based on interviews that occur for former staff members that resigned during the months of January to June for the second semester of a school year.

Over the 2022-2023 school year, 45 separations occurred between January 1st and June 30th. Many of the separations were substitute teachers that decided not to return after many months because they had not been substitute teaching in several months (8 substitute teachers).

Exit interviews were offered to staff members that resign, but were not terminated or renewed. 29 staff members were offered exit interviews. 22 or 76% of staff members that were offered exit interviews, completed an interview. The following outlines data that was collected during these interviews.

1. Do you feel you received adequate support from your fellow teachers and administrators at WCA?
 - a. Teacher support was strong
 - b. Administrators should give more autonomy
 - c. Administrative support was strong
 - d. Student interactions were well supported.
 - e. Dress code is difficult to enforce- needs to be revisited
 - f. WCA should have a lactation room, or private space to accommodate new mothers
 - g. Would like to see more deep professional conversations between colleagues in the department
 - h. Health department is very well managed.
 - i. WCA is an amazing school, staff and administration are incredibly supportive- I never would have left but for a family/physical issue.
2. Were there contributing factors that we could improve upon for new WCA teachers/employees?
 - a. Clearer communication on non-teaching expectations
 - b. Need to make more money for family
 - c. Offer teachers more input on curriculum choices
 - d. Music program needs more space- expensive items such as pianos cannot be set up and taken down every class period, or moved from room to room
 - e. Don't assign first year staff as mentors for others
 - f. Growth feedback should not be an ultimatum
 - g. Food Service department needs new uniforms, not giving out old ones to new employees.

- h. Keep part time paraprofessional positions, when they went to full time I could no longer be a part of the team.
 3. Did you feel the training you received was adequate?
 - a. More integration of ideas instead of changing each year, ex: focused on inquiry and collaboration, then jumped to PLC's
 - b. Instructional coach support is amazing
 - c. Paraprofessionals should be included in more professional development and training
 - d. Part-time staff should be able to attend the same meetings as full-time staff
 4. Did you feel that you understood the job requirements when you were hired and what would be expected of you?
 - a. Duties are very high outside of teaching
 - b. Too many meetings- this is not communicated up front
 - c. Observations of new teachers is a lot, would like more interactions with teachers and students than just sitting in the back typing
 - d. Extra duties should be clearly explained upon hire
 5. What are the primary reasons that you are leaving WCA?
 - a. Family changes- want to stay home with children
 - b. Need more money
 - c. Moving out of state
 - d. Pursuing career goals
 - e. Working closer to home
 - f. Part-time position went to full time
-

3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: August work session, Back-to-School Staff Kickoff, Executive Director /Executive President meeting, Back-to-School Night & Educational Leadership
- Elaine Hungenberg: August work session, Back-to-School Night
- John Feyen:
- Donna James: August work session & Back-to-School Staff Kickoff
- Jenny Ojala: August work session, Back-to-School Staff Kickoff & Construction Planning & OAC Meetings
- Carolyn Mader: August work session, Back-to-School Staff Kickoff, Back-to-School Night & Varsity Boys' Soccer Games
- Holly Stephens: August work session, Back-to-School Staff Kickoff, Back-to-School Night

4.0

Items for
Information

4.1 Redesign of HS Entrance, Office, Commons & Administrative Offices

The Executive Director shared information about a potential redesign of high school space for the high school entrance, office, commons, and administrative suite with the opening of the Firebird Facility. The process of redesign and timeline were discussed. Owner's Representative, Brett Brown, and Architect Carol Vaughan were present and answered questions of the Executive Board. More discussion will occur in the September board meeting.

4.2 School Data & Statistical Report

The Executive Director shared celebrations on the state assessment data from the elementary, middle and high school.

4.3 Salary Schedule for Health Aide

The School Nurse and Director of Finance & HR outlined how work for health aides at Windsor Charter Academy differs from other health aides across other districts. As an Item for Information, 4.3 outlines the proposed amendment to the salary schedule for health aides. The updated job description is also an item in the Consent Agenda.

4.1 REDESIGN OF HS ENTRANCE, COMMONS & OFFICES

Memorandum To:	Windsor Charter Academy Executive Board														
From:	Dr. Teeples														
Date:	August 18, 2023														
Re:	Redesign of HS Entrance, Office, Commons & Administrative Offices														
Agenda Item:	4.1														
Pertinent Background Information:	<p>With the opening of the Firebird Facility in 2024, the current HS commons will be moved to the new facility. The reserves that were planned for use for the new facility for furniture and equipment are no longer needed. The bond will cover construction and the cost of the furniture and equipment.</p> <p>There is an opportunity to redesign the space of the commons, the high school office, conference room, and a set of offices the summer of 2024 to create a larger high school office for students, staff and parents. The summer 2024 timeline aligns with the completion of the Firebird Facility and would minimize drawn out construction on site.</p> <p>During the August meeting, architect Carol Vaughan and owner's representative, Brett Brown, will present an overview of the process of redesigning a space. At the September board meeting, this will be an Item for Action.</p> <p>Attached is the description of the work, the schedule, pre-construction fees, and estimated construction costs.</p>														
Financial Considerations:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Construction Costs (3,180 SF @ \$200 per SF)</td> <td style="text-align: right;">\$ 636,000</td> </tr> <tr> <td>Pre-Construction Services & Construction Administration</td> <td style="text-align: right;">\$82,600</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Programming (P) • Schematic Design • (SD) Design Development • (DD) Construction Documents • (CD) Includes Architectural, Structural Engineering, Mechanical & Electrical Engineering. Pre-Construction services scheduled to be completed in 6 months. </td> <td></td> </tr> <tr> <td>Owner's Contingency (10%)</td> <td style="text-align: right;">\$63,600</td> </tr> <tr> <td>Permit & Fees (per Town of Windsor fee schedule)</td> <td style="text-align: right;">\$12,500</td> </tr> <tr> <td>Owner's Representative</td> <td style="text-align: right;">\$12,880</td> </tr> <tr> <td>FF&E</td> <td style="text-align: right;">TBD</td> </tr> </table>	Construction Costs (3,180 SF @ \$200 per SF)	\$ 636,000	Pre-Construction Services & Construction Administration	\$82,600	<ul style="list-style-type: none"> • Programming (P) • Schematic Design • (SD) Design Development • (DD) Construction Documents • (CD) Includes Architectural, Structural Engineering, Mechanical & Electrical Engineering. Pre-Construction services scheduled to be completed in 6 months. 		Owner's Contingency (10%)	\$63,600	Permit & Fees (per Town of Windsor fee schedule)	\$12,500	Owner's Representative	\$12,880	FF&E	TBD
Construction Costs (3,180 SF @ \$200 per SF)	\$ 636,000														
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Owner's Contingency (10%)	\$63,600														
Permit & Fees (per Town of Windsor fee schedule)	\$12,500														
Owner's Representative	\$12,880														
FF&E	TBD														
Recommendation(s):	This item is for information only. A recommendation to the Board for consideration will occur in September.														
Attachments:	Proposal from CVDA														

August 4, 2023

Rebecca Teeples, Executive Director
 Windsor Charter Academy
 810 Automation Drive
 Windsor, CO 80550
 Email: rebecca.teeples@windsorcharteracademy.org

Re: Estimated Costs for Proposed High School Administration Remodel

Dear Becky,

CVDA has prepared estimated costs for the Proposed **WCA High School Administration Remodel**. The proposed area to be remodeled is approximately 3,180 square feet and highlighted in the attached floor plan.

It is our understanding the intent of the remodel is to provide a new entrance that better serves high school students and families and provide efficient office space and support areas for administration and staff. To understand the needs of administration and staff, we would begin with Programming (P) which would identify staff members, required work areas and support areas. Once Programming is complete, we will move into Schematic Design (SD) where we will work with administration to develop a floor plan. When SD is finalized, we will move into Design Development (DD) where building systems, electrical systems and mechanical systems are designed. Once DD is complete and approved, Construction Documents (CD) will be completed for permit and construction. Construction is anticipated to be begin May 2024 and completed in August 2024.

Estimated Costs for the Project

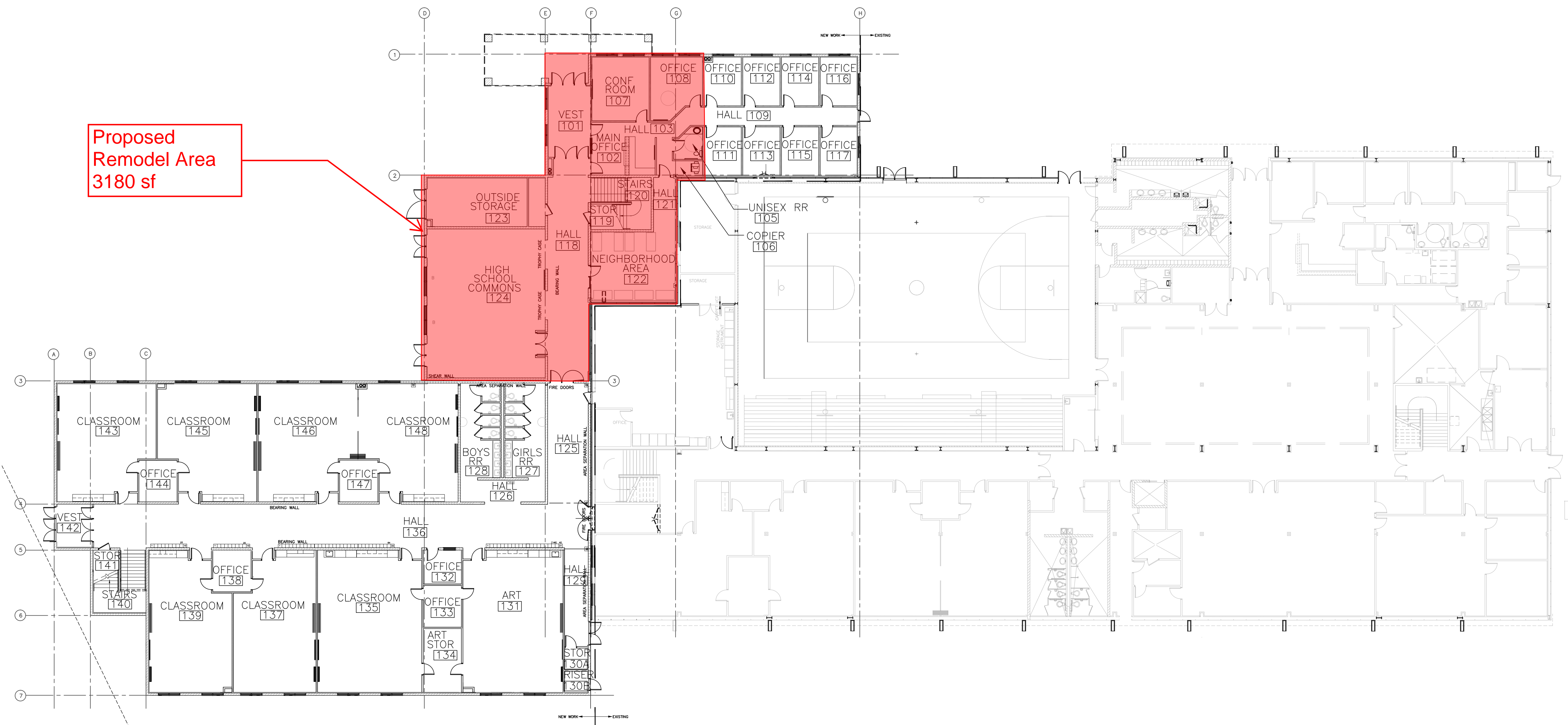
Construction Costs (3,180 SF @ \$200 per SF)	\$ 636,000
Pre-Construction Services & Construction Administration	82,600
<i>Programming (P)</i>	
<i>Schematic Design (SD)</i>	
<i>Design Development (DD)</i>	
<i>Construction Documents (CD)</i>	
<i>Includes Architectural, Structural Engineering, Mechanical & Electrical Engineering.</i>	
<i>Pre-Construction services scheduled to be completed in 6 months.</i>	
Owner's Contingency (10%)	63,600
Permit & Fees (per Town of Windsor fee schedule)	12,500
FF&E	TBD
Owner's Representative	TBD

Thank you for the opportunity to provide this estimate for you. Please let me know of additional information you need for the proposed project. We look forward to working with the WCA Team.

Sincerely,

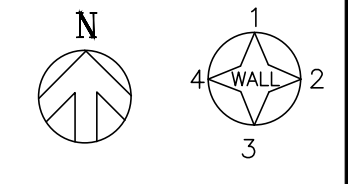


Carol N. Vaughan AIA, NCIDQ, Principal Architect



Proposed Remodel Area
3180 sf

FIRST FLOOR KEY PLAN
SCALE: 1/16"=1'-0"



FOR CONSTRUCTION

WINDSOR CHARTER ACADEMY SCHOOL
801 AUTOMATION DRIVE
WINDSOR, COLORADO
FIRST FLOOR KEY PLAN

DESIGNED	R/S
DRAWN	D/B
CHECKED	R/S
APPROVED	R/S
DATE	12/15/16
DRAWING NO.	A1

REVISIONS	DATE

RS&P
ROBERT SHREVE ARCHITECTS & PLANNERS
MADISON & MAIN BUILDING, 20
COLLETT STREET, SUITE 200
DENVER, COLORADO 80202
970-346-0151 FAX 970-352-8761



August 13, 2023

Windsor Charter Academy Schools
 Dr. Rebecca Teeples
 810 Automation Drive
 Windsor, CO 80550

RE: Consultation Proposal

Rebecca,

I am pleased to provide you with a proposal for Owners Representative services to complete the design, estimate and construction for the upcoming Renovation to Existing High School Commons & Reception, located at 810 Automation Way. I have broken the services down into the phases provided by CVDA, the breakdown of services and costs are as follows.

Programing Phase	1 Phase	@	4 hrs./phase	4 Total Hours	@	\$ 115.00	\$ 460.00
Schematic Design Phase	1 Phase	@	4 hrs./phase	4 Total Hours	@	\$ 115.00	\$ 460.00
Design Development Phase	1 Phase	@	4 hrs./phase	4 Total Hours	@	\$ 115.00	\$ 460.00
Construction Documents Phase	1 Phase	@	12 hrs./phase	12 Total Hours	@	\$ 115.00	\$ 1,380.00
Building Permit & Entitlement	1 Phase	@	8 hrs./phase	8 Total Hours	@	\$ 115.00	\$ 920.00
Bid Solicitation and Contracts	1 Phase	@	16 hrs./phase	16 Total Hours	@	\$ 115.00	\$ 1,840.00
Construction Administration	16 Weeks	@	4 hrs./week	64 Total Hours	@	\$ 115.00	\$ 7,360.00
Total Owners Representative Services Estimate							\$12,880.00

Billable time includes:

- On site meetings.
- Off site review of drawings or other documents.
- Off site preparation of documents, or preparation for meetings.
- Off site preparation of reports of other deliverables.

BRETT.BROWN.BPS@GMAIL.COM

(970) 566-1294

224 ROCK BRIDGE DRIVE, WINDSOR, CO 80550

- Off site phone, email or web conferencing time.

Cost of below is included in the hourly rate:

- Travel time to and from meetings within the Town limits. Travel to other locations, if required, subject to hourly rate plus a \$0.55 per mile reimbursement rate.

Miscellaneous Terms:

- Time to be billed hourly.
- Invoices will be provided monthly prior to the 1st day of the month.
- Invoices are net 30, beyond 30 days invoices are subject to 18% APR interest.
- Services may be terminated by either party at any time, given 14 days' notice.

Thank you again for the opportunity to work with yourself and WCA, should you have any questions regarding the above information please feel free to contact me.

Brett Brown
President
Brown Property Services, LLC

4.2 SCHOOL DATA & STATISTICAL REPORT

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	School Data & Statistical Report
Agenda Item:	4.2
Pertinent Background Information:	The Colorado Department of Education releases state assessment data on student scores. The following report outlines the successes and areas for future growth for our schools.
Financial Considerations:	NA
Recommendation(s):	NA
Attachments:	School Data & Statistical Report

On August 17, 2023, the Colorado Department of Education released school and district data for CMAS and PSAT/SAT. The following matrices show comparative data for all public schools within a 10-mile radius and also charter schools in northern Colorado.

Windsor Charter Academy Elementary School

*K-8 or K-12 schools; total average is not only for the elementary school

Elementary School Name	Miles From WCA	3rd Grade ELA	4th Grade ELA	5th Grade ELA	All Grades ELA	3rd Grade Math	4th Grade Math	5th Grade Math	All Grades Math
Windsor Charter Academy	0.0	59.0	69.8	67.2	65.4	64.5	55.8	53.7	58.0
Mountain View	1.1	49.6	45.8	50.8	48.7	53.6	34.3	44.1	43.9
Skyview	1.7	39.6	40.0	55.4	44.1	40.7	30.5	44.0	38.1
Grandview	2.7	42.0	52.8	53.8	49.6	47.1	37.7	42.4	42.6
Range View	3.3	54.0	49.0	45.4	49.6	46.0	31.7	32.5	37.1
Bethke	4.7	57.4	68.9	82.6	69.3	53.7	59.3	72.1	61.4
Winograd	5.4	28.9	24.2	21.2	*	33.3	16.9	13.6	*
West Ridge Academy	5.8	48.8	37.5	40.5	*	53.7	27.5	38.1	*
Christa McAuliffe Academy	6.8	59.0	52.6	54.3	*	66.7	50.0	36.2	*
Timnath	6.8	41.7	58.6	49.3	50.2	43.3	53.6	42.9	46.7
Zach	7.1	84.3	82.4	95.0	87.7	89.0	81.0	87.4	85.9
Shawsheen	7.8	26.0	18.9	28.6	24.1	22.0	9.4	21.4	17.2
Monfort	8.0	25.5	23.1	18.2	22.4	21.2	18.9	25.0	21.5
High Plains	8.2	48.3	42.6	43.4	*	39.3	31.9	37.7	*
Traut	8.4	79.5	81.2	90.4	83.7	71.6	79.7	83.6	78.2
Bacon	8.5	51.0	70.8	58.4	61.1	62.0	81.7	54.5	66.2
Scott	8.8	14.9	19.7	16.9	17.1	18.9	7.1	16.9	14.5
Linton	8.9	30.0	29.4	38.3	33.1	27.5	23.6	35.5	29.3
Madison	9.1	17.2	21.0	35.7	24.2	*	*	28.6	16.5
University Schools	9.2	25.0	29.4	33.3	*	26.0	10.3	22.9	*
Meeker	9.4	21.0	23.7	31.1	24.7	24.2	13.6	20.0	19.3
Heiman	9.4	12.4	15.5	29.8	19.0	20.4	7.1	29.8	19.8
Kruse	9.5	69.2	72.3	57.6	66.8	70.3	57.8	58.5	61.8
Academy of the Arts & Knowledge	9.6	31.3	58.3	54.8	50.7	31.3	25.0	45.2	35.2
Maplewood	9.6	13.9	9.9	23.8	15.9	15.1	10.7	9.8	11.7
Milliken	9.6	11.9	16.2	30.6	18.7	10.7	7.2	17.5	11.6
Martinez	9.9	11.5	20.3	40.6	23.2	12.7	8.3	31.3	16.7
Cottonwood	9.9	35.9	31.9	33.3	34.0	30.3	12.8	12.2	19.8
Knowledge Quest Academy	10.1	21.7	22.7	29.5	*	26.1	20.5	29.5	*
New Vision	10.1	49.5	53.4	64.8	*	45.8	35.9	46.7	*

Ascent Classical	10.7	52.8	38.7	53.6	*	63.0	46.8	41.1	*
Frontier Academy	14.0	53.3	48.2	53.1	*	49.2	36.5	44.6	*
Union Colony	14.9	27.8	31.3	37.9	32.5	27.8	*	*	15.1
Liberty Commons	17.3	82.5	81.8	85.1	*	80.0	65.9	68.2	*
Loveland Classical	22.0	26.1	43.5	57.8	*	46.6	40.2	38.6	*

Windsor Charter Academy Middle School

*K-8 or K-12 schools; total average is not only for the middle school

Middle School Name	Miles From WCA	6th Grade ELA	7th Grade ELA	8th Grade ELA	All Grades ELA	6th Grade Math	7th Grade Math	8th Grade Math	All Grades Math
Windsor Charter Academy	0.0	60.0	70.7	68.0	66.3	52.2	58.1	64.2	58.3
Windsor	1.4	41.6	53.5	36.9	44.0	32.1	36.0	40.5	35.8
Severance	2.2	47.2	49.4	35.3	44.3	43.8	29.8	42.3	37.9
Winograd	5.4	47.1	44.4	56.8	*	19.1	15.5	27.0	*
Westridge Academy	5.8	50.0	47.1	48.6	*	32.5	20.6	34.3	*
Christa McAuliffe Academy	6.8	52.5	39.4	43.4	*	23.8	16.1	17.0	*
Kinard	7.4	81.5	68.6	80.3	76.6	78.6	59.9	75.9	71.3
Preston	8.0	50.0	62.4	60.7	57.7	49.7	44.6	69.0	54.8
High Plains	8.2	54.7	70.0	44.1	*	45.3	50.0	44.1	*
Prairie Heights	8.5	27.4	38.5	39.6	35.3	10.1	13.2	28.4	17.6
Franklin	8.7	21.2	19.2	21.7	20.8	16.9	10.8	16.4	14.9
University Schools	9.2	17.3	35.6	39.1	*	5.0	15.6	27.8	*
Milliken	9.9	43.2	47.4	41.4	43.8	15.4	21.8	20.8	19.1
Heath	9.9	12.4	20.3	19.3	17.7	6.3	6.3	11.6	8.1
Knowledge Quest Academy	10.1	51.1	43.6	40.5	*	13.3	12.8	16.7	*
New Vision	10.1	55.6	63.1	47.1	*	35.0	36.9	43.7	*
Ascent Classical	10.7	42.1	43.8	36.6	*	47.4	29.2	26.8	*
CIVICA	12.0	61.8	53.3	40.0	52.1	41.2	23.3	25.0	30.2
Frontier Academy	14.0	38.0	51.6	25.0	*	20.7	20.4	20.0	*
Union Colony	14.9	31.5	34.5	20.3	28.6	15.1	14.8	20.3	16.9
Liberty Commons	17.3	85.7	74.4	73.5	*	65.5	71.7	73.5	*
Loveland Classical	17.8	52.4	74.4	45.1	*	34.1	44.9	23.9	*

Windsor Charter Academy Early College High School

*K-8 or K-12 schools; total average is not only for the high school

High School Name	Miles From WCA	PSAT 9 ERW	PSAT 10 ERW	SAT 11 ERW	PSAT 9 Math	PSAT 10 Math	SAT 11 Math
Windsor Charter Academy	0.0	87.6	89.5	85.9	76.3	60.0	61.6
Windsor	1.7	66.7	76.9	64.5	48.0	43.6	32.2
Severance	4.5	60.0	66.8	65.3	52.2	42.6	35.3
Northridge	5.7	38.3	37.6	33.2	20.6	14.2	12.5
Greeley Early College	7.0	75.0	74.5	65.8	73.5	40.4	39.5
Fossil Ridge	7.4	92.9	87.8	80.8	79.2	71.6	59.6
Mountain View	8.5	65.7	60.5	54.1	40.7	27.4	25.5
Fort Collins CEC	9.1	82.7	77.3	81.8	66.7	65.9	58.5
Roosevelt	9.1	55.9	*	54.0	42.1	*	26.1
Fort Collins	9.2	80.7	80.9	69.3	64.0	56.4	43.1
Greeley West	9.2	44.4	51.9	37.1	34.4	24.6	16.8
Ascent Classical	10.7	81.8	100.0	*	54.5	62.5	*
University Schools	9.9	65.2	63.3	64.2	42.9	25.2	25.5
Frontier Academy	14.0	61.5	66.7	52.4	41.0	32.1	24.4
Ridgeview Classical	15.7	88.1	89.7	96.4	81.0	61.5	75.0
Liberty Commons	17.3	96.7	98.9	98.7	87.8	90.1	89.9
Loveland Classical	17.8	*	*	*	*	*	*

4.3 SALARY SCHEDULE FOR HEALTH AIDE

Memorandum To:	Windsor Charter Academy Executive Board
From:	Sara Ibarra, School Nurse & SarahGennie Colazio, Director of Finance & HR
Date:	August 18, 2023
Re:	Salary Schedule for Health Aide
Agenda Item:	4.3
Pertinent Background Information:	The current Health Aide salary schedule does not reflect adequate compensation for the complexity and responsibility of the job. Health aides must possess a unique skill set and qualifications. Higher level critical thinking skills are required. A higher hourly salary schedule for health aides will ensure that Windsor Charter Academy can compete with other health-related organizations that offer substantially higher pay ranges. The recommended changes will ensure that we can attract and retain quality staff in this position.
Financial Considerations:	Due to the complexity of the role when dealing with students' physical health, it is recommended that the salary schedule increase by 15% from a range of \$15.40--\$21.96 to \$17.71--\$25.25.
Recommendation(s):	This item is for information only. A recommendation to the Board for consideration will occur in September.
Attachments:	Amended Salary Schedule



Classified Hourly Schedule
2023-2024 School Year

Position	Min	Max
Food Services Kitchen Manager	\$16.69	\$26.95
Food Services Baker/Prep Cook	\$16.40	\$24.55
Food Services Assistant	\$15.40	\$22.37
Lead Custodian	\$18.84	\$27.10
Technology Assistant	\$19.56	\$28.14
Technology Specialist	\$24.38	\$32.52
Office Manager	\$27.04	\$38.91
Maintenance Technician	\$20.26	\$29.16
Registrar Assistant	\$17.94	\$26.51
Receptionist	\$17.94	\$25.82
Media Assistant	\$15.40	\$20.93
Health Aide	\$15.40 \$17.71	\$21.96 \$25.25
Custodian	\$15.40	\$20.93
Instructional Paraprofessional w/ Sub License	\$16.50	\$25.42
Instructional Paraprofessional	\$15.40	\$19.90

5.1 Executive Board Officers

Nominations occurred as outlined below. A straw poll followed. All nominations were unanimous in straw poll votes tallies.

A nomination to appoint Sherry Bartmann as the Executive Board President was made by Elaine Hungenberg and seconded by John Feyen.

A nomination to appoint Elaine Hungenberg as the Executive Board Vice-President was made by Holly Stephens and seconded by Donna James.

A nomination to appoint Donna James as the Executive Board Treasurer was made by John Feyen and seconded by Elaine Hungenberg.

A nomination to appoint Jenny Ojala as the Executive Board Secretary was made by Elaine Hungenberg and seconded by John Feyen.

5.2 Executive Board Committee Assignments

A motion to appoint the following Executive Board members to serve on the following Executive Board committees was made by Donna James and seconded by Elaine Hungenberg.

- Education Committee: Jenny Ojala
- Finance Committee: Donna James & John Feyen
- Safety Committee: Carolyn Mader
- School Accountability Committee: Holly Stephens & Elaine Hungenberg
- Election Committee: Holly Stephens
- Strategic Plan AdHoc Committee: Carolyn Mader
- Executive Director Evaluation Tool AdHoc Committee: Elaine Hungenberg, Jenny Ojala & Holly Stephens

Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.1 Personnel

- 6.1.1** Transfers
 - 6.1.1.1** David Sprecker—from Facilities Custodian to a substitute position
 - 6.1.1.2** Chris West—HS Teacher to Athletic Director
- 6.1.2** Terminations/Resignations
 - 6.1.2.1** Sharon Albertsen—HS Paraprofessional and Teacher
 - 6.1.2.2** Craig Perciante—MS Soccer Assistant Coach

6.2 Policies

- 6.2.1** Policy JEB Entrance Age Requirements, Second Read
- 6.2.2** Policy JFB Enrollment at Windsor Charter Academy Schools, Second Read
- 6.2.3** Policy JKA Use of Physical Intervention and Restraint, Second Read
- 6.2.4** Policy JKA-R Use of Physical Intervention and Restraint—Regulation, Second Read

6.3 Financials

- 6.3.1** May 2023

6.4 Job Descriptions

- 6.4.1** Head of School Security
- 6.4.2** Director of Food Services
- 6.4.3** Health Aide

The motion was made by Donna James and seconded by Jenny Ojala to approve the Consent Agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.2.1 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	JEB Entrance Age Requirements, Second Read
Agenda Item:	6.2.1
Pertinent Background Information:	This policy reflects a change in date from October 1 to August 15. Due to support for developmental learning, both policies (JEB & JFB) have revisions that support an August 15 th date to turn five years old and be considered eligible for enrollment at Windsor Charter Academy.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to JEB Entrance Age Requirements.
Attachments:	Policy JEB Entrance Age Requirements



ENTRANCE AGE REQUIREMENTS

A child may enter kindergarten if they are five years old on or before August 15 of the year of enrollment. Students may not circumvent the minimum age requirement by enrolling outside Windsor Charter Academy and seeking to transfer during the school year.

A child may enroll in the first grade if they are six years old on or before August 15 of the year of enrollment.

A legal birth certificate or other acceptable record is required for enrollment age certification. The Executive Director or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

Windsor Charter Academy Executive Board
Adopted by WCA: March 2023
August 2023

Legal References

C.R.S. 22-1-115
C.R.S. 22-20-204
C.R.S. 22-32-119
C.R.S. 22-33-104 (1)(a)
C.R.S. 22-54-103 (10)
C.R.S. 22-54-103 (10.5)
C.R.S. 24-60-3402

Cross References

JFB Enrollment at Windsor Charter Academy Schools

6.2.2 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	JFB Enrollment at Windsor Charter Academy Schools, Second Read
Agenda Item:	6.2.2
Pertinent Background Information:	This policy reflects a change in date from October 1 to August 15. Due to support for developmental learning, both policies (JEB & JFB) have revisions that support an August 15 th date to turn five years old and be considered eligible for enrollment at Windsor Charter Academy.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to JFB Enrollment at Windsor Charter Academy Schools.
Attachments:	JFB Enrollment at Windsor Charter Academy Schools



ENROLLMENT AT WINDSOR CHARTER ACADEMY SCHOOLS

Students shall be considered for admission without regard to race, creed, color, national origin, sex, sexual orientation, marital status, religion, ancestry, or disability.

Waiting Lists

The waiting list is determined by the date and time that a completed Letter of Intent is submitted to the Windsor Charter Academy registrar.

District Residency

Proof of residency for in-district or out-of-district status will be provided to Windsor Charter Academy at the time of submission of Letter of Intent. If a parent/guardian has a change of residency from out-of-district to in-district prior to admission to Windsor Charter Academy, their Letter of Intent date will be changed to reflect the day in-district documentation is provided and they will be added to the in-district waitlist appropriately.

Age Requirement

An applicant must be five (5) years of age by August 15th for admission to kindergarten. Letters of Intent will not be accepted for unborn children.

Letter of Intent

Parents/guardians of the applicant are responsible for updating the Letter of Intent, i.e. notifying the registrar of change of address, phone number, etc. If Windsor Charter Academy cannot contact an applicant's family due to change of contact information, the school is not responsible to search for the applicant's parent guardian. The applicant will be removed from the waiting list.

Lottery Procedures

1. The Lottery has five tiers for each grade.
 - Tier ONE for each grade includes children or grandchildren (including those in legal guardianship) of staff members and Executive Board members.

- Tier TWO for each grade includes students residing in the Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - Tier THREE for each grade includes students residing out of Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - Tier FOUR for each grade includes students residing in the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
 - Tier FIVE for each grade level includes students residing out of the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
2. Children and grandchildren (including those in legal guardianship) of current staff will be placed in a grade level for enrollment.
 3. Siblings of current students will be placed in a grade level for enrollment.
 4. From the remaining spots available at each grade level, 50% of the openings will be filled on a first-come first-served basis based on the Letter of Intent date of submission, beginning with Tier One and moving through Tier Five to fill the 50% of spots. Grade-level openings will be filled beginning with 12th grade and moving down. As families accept positions in upper grades for their students, siblings of that family move to Tier One or Tier Two depending on residence.
 5. Once children of current staff, siblings of current students, and 50% of openings have been filled from the Letter of Intent on a first-come, first-served premise from the Letter of Intent date of submission, the lottery process will begin on the third (3rd) Tuesday in January of each year to fill the remaining open spots, beginning with Tier One and moving through Tier Five.

After open spots are filled, the waiting list in grades that have no more remaining openings will be established. Siblings of students enrolled in other grade levels will be placed at the front of each grade level waiting list in the order in which their enrolled siblings were drawn or enrolled. In the event that multiple siblings apply in the same grade level, the order will be decided by a lottery drawing involving only the siblings in that situation. All names of the remaining applicants will be drawn at random. Each will be placed on the waiting list in that order until every name is drawn.

48-Hour Decision

If enrollment is offered to an applicant, the school requires a decision within 48 hours. If enrollment is not accepted or confirmed within 48 hours, the applicant will be removed from the waitlist. If an applicant wishes to reapply, a new Letter

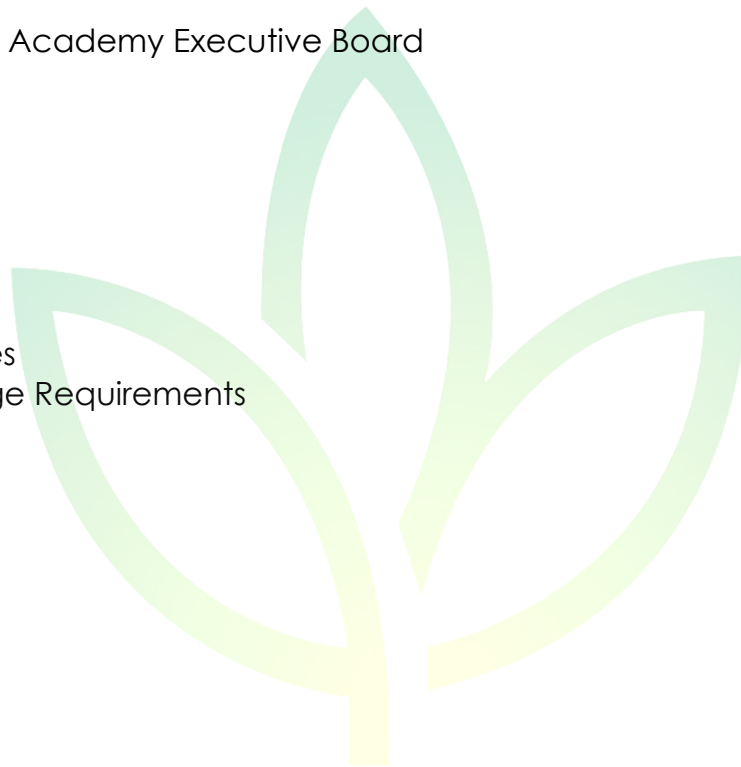
of Intent must be completed and the applicant will be placed on the waiting list based on the date and time recorded on this new form.

Mid-Year Decision

If enrollment is offered during the school year, the applicant will be allowed to either accept or decline the available position. If the position is declined related to mid-year concerns, the applicant will retain their position on the waitlist and the next available applicant will be offered the mid-year position until the position is filled or the wait list has been exhausted for the available position.

Windsor Charter Academy Executive Board
Adopted 2001
December 2017
January 2016
June 2022
May 2023
August 2023

Cross References
JEB Entrance Age Requirements



6.2.3 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	Policy JKA Use of Physical Intervention and Restraint, Second Read
Agenda Item:	6.2.3
Pertinent Background Information:	<p>The Colorado legislature passed HB22-1376, Supportive Learning Environments for K-12 students which made changes relating to school discipline and the use of restraint and seclusion. Substantive edits to the rules regarding physical intervention and restraint are suggested. These changes include:</p> <ul style="list-style-type: none"> • Amending the definition of "physical restraint" to mean the use of bodily, physical force to involuntarily limit an individual's freedom of movement for more than 1 minute. Updating reporting requirements for a physical restraint more than 1 minute but less than 5 minutes, and a physical restraint 5 minutes or more. • Prohibiting an SRO or law enforcement officer (LEO), acting in the officer's official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event from using handcuffs on a student, unless there is a danger to themselves or others or unless handcuffs are used during a custodial arrest that requires transport. • Seclusion rooms, if used, must have at least one window for monitoring when the door is closed. If a window is not feasible, monitoring would have to be possible through a video camera; a student placed in a seclusion room would need to be continually monitored. Further, the room would need to be a safe space free of injurious items and must not be used by school staff for storage, custodial, or office space.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to JKA Use of Physical Intervention and Restraint.
Attachments:	JKA Use of Physical Intervention and Restraint



USE OF PHYSICAL DISCIPLINE AND RESTRAINT

To maintain a safe learning environment, school employees may, within the scope of their employment and consistent with applicable law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical Intervention

Corporal punishment shall not be administered to any student by any school employee.

Within the scope of their employment, school employees may use reasonable and appropriate physical intervention with a student to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than one (1) minute unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion. If property damage may be involved,

restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint, shall not include the holding of a student for less than one minute by a school employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

School employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance from a student. School employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint, or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. It is not feasible to utilize a room with. A window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by school employees trained in accordance with applicable State Board of Education Rules.

Use of Mechanical/Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

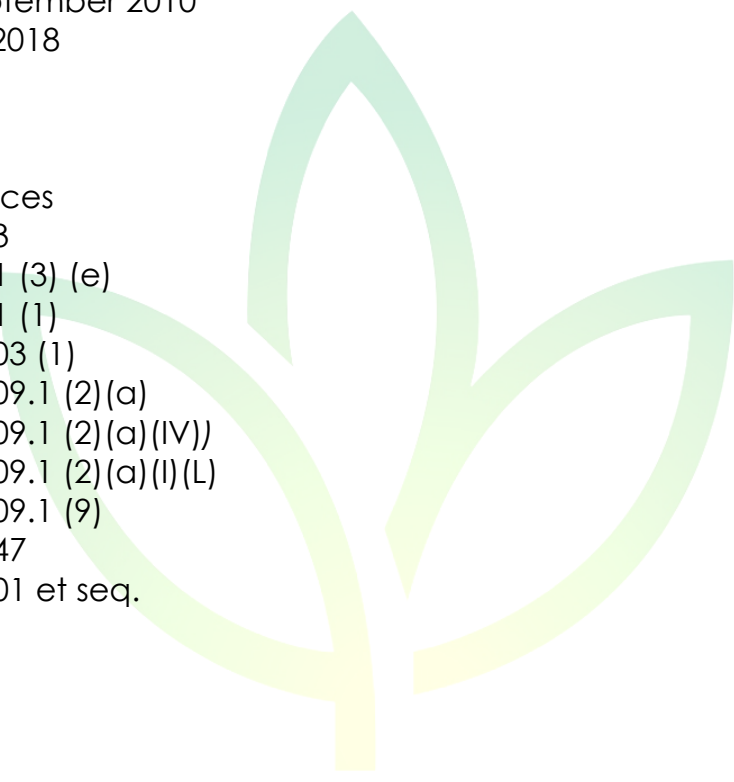
1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111(3); however no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate

- danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901(3)(e).

Windsor Charter Academy Executive Board
Adopted: September 2010
Revised: July 2018
August 2023

Legal References

C.R.S. 18-1-703
C.R.S. 18-1-901 (3) (e)
C.R.S. 18-6-401 (1)
C.R.S. 191-1-103 (1)
C.R.S. 22-32-109.1 (2)(a)
C.R.S. 22-32-109.1 (2)(a)(IV))
C.R.S. 22-32-109.1 (2)(a)(I)(L)
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-147
C.R.S. 26-20-101 et seq.
1 CCR 301-45



6.2.4 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	Policy JKA-R Use of Physical Intervention and Restraint--Regulation, Second Read
Agenda Item:	6.2.4
Pertinent Background Information:	<p>The Colorado legislature passed HB22-1376, Supportive Learning Environments for K-12 students which made changes relating to school discipline and the use of restraint and seclusion. Substantive edits to the rules regarding physical intervention and restraint are suggested. These changes include:</p> <ul style="list-style-type: none"> • Amending the definition of "physical restraint" to mean the use of bodily, physical force to involuntarily limit an individual's freedom of movement for more than 1 minute. Updating reporting requirements for a physical restraint more than 1 minute but less than 5 minutes, and a physical restraint 5 minutes or more. • Prohibiting an SRO or law enforcement officer (LEO), acting in the officer's official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event from using handcuffs on a student, unless there is a danger to themselves or others or unless handcuffs are used during a custodial arrest that requires transport. • Seclusion rooms, if used, must have at least one window for monitoring when the door is closed. If a window is not feasible, monitoring would have to be possible through a video camera; a student placed in a seclusion room would need to be continually monitored. Further, the room would need to be a safe space free of injurious items and must not be used by school staff for storage, custodial, or office space.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to JKA-R Use of Physical Intervention and Restraint—Regulation.
Attachments:	JKA-R Use of Physical Intervention and Restraint—Regulation



**USE OF PHYSICAL DISCIPLINE AND RESTRAINT
Regulation**

In accordance with state law and the State Board of Education Rules for the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.

Definitions

1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion. With certain exceptions, prone, mechanical, and chemical restraints shall not be used.
2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
 - a. The use of protective or adaptive devices for providing physical support, prevention of injury, or voluntary or life-saving medical procedures;
 - b. Holding of a student for less than one (1) minute by a staff person for the protection of the student or others;
 - c. Brief holding of a student by one adult for calming or comforting the student;
 - d. Minimal physical contact for safely escorting a student from one area to another;
 - e. Minimal physical contact for assisting the student in completing a task or response.
3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:

Policy JKA-R

- a. Devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's Individualized Education Program (IEP) team or Section 504 team and used in accordance with the student's IEP or Section 504 plan;
 - b. Protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
 - c. Adaptive devices to facilitate instruction or therapy and used as recommended by an occupation therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
 - d. Positioning or securing devices used to allow treatment of a student's medical needs.
4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
- a. Prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g., Azma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
 - b. The administration of medication for voluntary or life-saving medical procedures (e.g., EpiPens, Diastat).
5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.
6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. Rather, if a student is placed alone in a room for which egress is involuntarily prevented for any amount of time, this constitutes a seclusion and the duties and notification requirements apply. "Seclusion" does not mean:
- a. Placement of a student in residential services in the student's room for the night; or
 - b. Time-out.
7. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.

8. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to affect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property. If property damage might be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person.
9. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
10. The term "State Board Rules" refers to the Colorado State Board of Education Rules for Administration of the Protection of Persons from Restraint Act, 1 CCR 301.
11. "Parent" shall be defined as by the State Board Rules.

Basis for the Use of Restraint

Restraints shall only be used:

1. In an emergency and with extreme caution; and
2. After:
 - a. The failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring the environment); or
 - b. A determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used as a form of discipline or to gain control or gain compliance of a student.
4. School personnel shall:
 - a. Use restraints only for the period necessary and using no more force than necessary; and
 - b. Prioritize the prevention of harm to the student.

Duties Related to the Use of Restraint—General Requirements

When restraints are used, school personnel shall ensure that:

1. No restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
2. No restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;

Policy JKA-R

3. Restraints are only administered by School staff who have received training in accordance with the State Board Rules;
4. Opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. When it is determined by trained School staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
6. The student is reasonably monitored to ensure the student's physical safety.

Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

Proper Administration of Specific Restraints

1. Chemical restraints shall **not** be used.
2. Mechanical and prone restraints shall **not** be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.
3. Physical restraint:
 - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student;
 - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised; and
 - c. A student shall be released from physical restraint within fifteen (15) minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities; and
 - b. Any space in which a student is secluded shall have adequate lighting, ventilation, and size and shall not be any space used by school staff for storage, custodial purposes or office space.

- c. Any space used for student seclusion must have at least one window to monitor students when the door is closed. If adequate space with a window is not feasible, video camera monitoring must be possible. Continuous monitoring is required throughout the time a student is secluded.
- d. To the extent possible under the specific circumstances, the space should be free of injurious items.

Notification Requirements

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents and the student (if appropriate) of:
 - a. The restraint procedures (including types of restraints) that might be used;
 - b. The specific circumstances in which restraint might be used; and
 - c. The staff who may be involved.
2. For students with disabilities, if the parents request a meeting with School personnel to discuss the notification provided, School personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

Documentation Requirements

1. If restraints are used, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the student's parents as soon as possible but no later than the end of the school day that restraint was used.
3. If a student is restrained for more than one, but less than five minutes, written notice must be given to the student's parent or legal guardian on the day of the restraint. The written notice shall include the date of restraint, student's name, and the number of times the student was restrained that day.
4. If a student is restrained for five minutes or more, a written report based on the findings of the staff review described in paragraph G below shall be e-mailed, faxed, or mailed to the student's parents within five calendar days of the use of restraint. The written report of the use of restraint shall include:
 - a. The antecedent to the student's behavior if known;

Policy JKA-R

- b. A description of the incident;
 - c. Efforts made to de-escalate the situation;
 - d. Alternatives that were attempted;
 - e. The type and duration of the restraint used.
 - f. Injuries that occurred, if any; and
 - g. The staff present and staff involved in administering the restraint.
5. A copy of the written report shall be placed in the student's confidential file.

Review of Specific Incidents of Restraint

1. Windsor Charter Academy shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of the review is to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
 - a. Staff review of the incident;
 - b. Follow up communication with the student and the student's family;
 - c. Review of the documentation to ensure use of alternative strategies; and
 - d. Recommendations for adjustment of procedures, if appropriate.
3. If requested by Windsor Charter Academy or the student's parents, Windsor Charter Academy shall convene a meeting to review the incident. For students with IEP's or Section 504 plans, such review may occur through the IEP or Section 504 process.

General Review Process

1. Windsor Charter Academy shall ensure that a general review process is established, conducted, and documented in writing at least annually. The purpose of the general review is to ascertain that Windsor Charter Academy is properly administering restraint, identifying additional training needs, minimizing, and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:

- a. Analysis of incident reports, including all reports prepared pursuant to paragraphs Documentation Requirements #1 and #3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
- b. Training needs of staff;
- c. Staff to student ratio; and
- d. Environmental conditions, including physical space, student seating arrangements and noise levels.

Staff Training

1. Windsor Charter Academy shall work with Weld RE-4 School District to ensure that staff utilizing restraint in schools are trained in accordance with the State Board Rules.
2. Training shall include:
 - a. A continuum of prevention techniques;
 - b. Environmental management;
 - c. A continuum of de-escalation techniques;
 - d. Nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint.;
 - e. Methods to explain the use of restraint to the student who is to be restrained and to the student's family; and appropriate documentation and notification procedures; and
 - f. Appropriate documentation and notification procedures.
3. Retraining shall occur at a frequency of at least every two years.

Exceptions

1. A school officer or law enforcement officer acting in the officer's official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event shall not use handcuffs (i.e., mechanical restraint) on any student, unless there is a danger to themselves or others or handcuffs are used during a custodial arrest that requires transport.
2. This prohibition on the use of mechanical or prone restraints in this policy shall not apply:

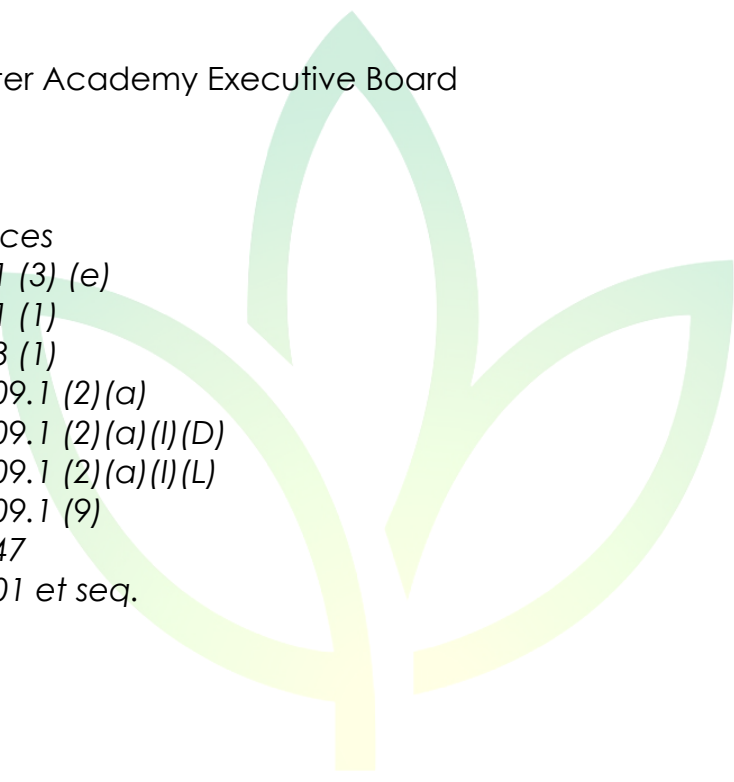
Policy JKA-R

- a. To armed security officers working in a Windsor Charter Academy school when the officer (a) has received documented training in defensive tactics utilizing handcuffing procedures and in restraint tactics utilizing prone restraint and (b) has made a referral to a law enforcement agency; and
- b. When a student is openly displaying a deadly weapon such as a firearm, whether loaded or unloaded, a knife, bludgeon, or any other weapon, device, instrument, material, or substances, whether animate or inanimate, that, in the manner it is used or intended to be used, is capable of producing.

Windsor Charter Academy Executive Board
July 2018
August 2023

Legal References

C.R.S. 18-1-901 (3) (e)
C.R.S. 18-6-401 (1)
C.R.S. 19-1-103 (1)
C.R.S. 22-32-109.1 (2)(a)
C.R.S. 22-32-109.1 (2)(a)(I)(D)
C.R.S. 22-32-109.1 (2)(a)(I)(L)
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-147
C.R.S. 26-20-101 et seq.
1 CCR 301-45



Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	May 2023 Financials
Agenda Item:	6.3.1
Pertinent Background Information:	Each month the Finance Committee meets to review monthly financials.
Financial Considerations:	The financials summarize the work that has occurred
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the May financials.
Attachments:	May Financials

Committee

Donna James, Board Treasurer and Chair
Rebecca Teeples, Executive Director
SarahGennie Colazio, Finance Director

Paige Adams, Member
Matt Meuli, Member-absent
Jim Zacheis, Member
Sara Bakula, Member-absent

Lauren Miller, Business Manager~ attends as a resource to the Finance Committee

Agenda 6.21.23

Meeting called to order 4:02pm

1. Review May Financials
 - a. Rev & Exp
 - b. Balance Sheet
 - c. Student Fund Financials
 - d. Food Service Detail
 - e. Fundraising Detail
 - f. Credit Card Statement
 - g. Check and Debit Register
 - h. Motion to approve the may financials by Jim, second by Paige, motion passes unanimously.**
 - i. Meeting adjourned 4:45pm.**

2. Next Meeting **Tuesday August 15th, 4:00pm**

Rev and Exp as of 5.31.23

Printed: 6/15/2023 12:29 PM
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D.	M.T.D.	Current	Budget	% of	
	Activity	Activity	Budget	Balance	Budget	
1500 Earnings on Investments	121,798.60	17,820.93	10,000.00	(111,798.60)	1,217.99	
1600 Food Services	315,732.25	21,857.00	416,712.50	100,980.25	75.77	
1700 Pupil Activities	89,253.98	2,800.00	82,944.00	(6,309.98)	107.61	
1900 Other Revenue from Local Sources	157,238.51	37,665.86	185,780.00	28,541.49	84.64	
3000 Revenue from State Sources	12,000.00	12,000.00	(12,000.00)	(24,000.00)	-100.00	
3900 Other Revenue From State Sources	807,911.62	109,073.52	778,697.35	(29,214.27)	103.75	
5200 Interfund Transfers	0.00	0.00	260,400.00	260,400.00	0.00	
5600 Direct Allocations	13,491,332.72	1,416,254.65	14,490,278.00	998,945.28	93.11	
I Revenue	14,995,267.68	1,617,471.96	16,212,811.85	1,217,544.17	92.49	* Account Type
0100 Salaries	6,805,966.17	709,894.12	8,075,530.97	1,269,564.80	84.28	
0200 Employee Benefits	2,694,142.98	282,736.80	3,118,113.85	423,970.87	86.40	
0300 Purchased Professional and Technical Services	105,968.34	7,305.43	106,451.61	483.27	99.55	
0400 Purchased Property Services	1,622,084.42	151,582.89	1,977,742.28	355,657.86	82.02	
0500 Other Purchased Services	1,973,288.96	310,078.42	2,121,984.25	148,695.29	92.99	
0600 Supplies	403,091.00	32,607.25	536,741.59	133,650.59	75.10	
0700 Property	245,538.25	67,032.93	282,492.47	36,954.22	86.92	
0800 Other Objects	776,630.98	222,207.03	86,600.00	(690,030.98)	896.80	
X Expense	14,626,711.10	1,783,444.87	16,305,657.02	1,678,945.92	89.70	* Account Type
11 Charter School	(368,556.58)	165,972.91	92,845.17	461,401.75	-396.96	Fund

Rev and Exp as of 5.31.23

Printed: 6/15/2023 12:29 PM
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900 Other Revenue from Local Sources	675,798.98	63,032.19	0.00	(675,798.98)	0.00	
I Revenue	675,798.98	63,032.19	0.00	(675,798.98)	0.00	* Account Type
0600 Supplies	460,223.29	214,182.40	692,624.05	232,400.76	66.45	
X Expense	460,223.29	214,182.40	692,624.05	232,400.76	66.45	* Account Type
23 Pupil Activity Fund	<u>(215,575.69)</u>	<u>151,150.21</u>	<u>692,624.05</u>	<u>908,199.74</u>	<u>-31.12</u>	Fund

Rev and Exp as of 5.31.23

Printed: 6/15/2023 12:29 PM
Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	97,890.79	13,465.08	96,000.00	(1,890.79)	101.97	
1900 Other Revenue from Local Sources	1,285,166.70	115,733.34	1,468,310.00	183,143.30	87.53	
2000 Revenue from Intermediate Sources	11,727.51	620.60	15,000.00	3,272.49	78.18	
I Revenue	1,394,785.00	129,819.02	1,579,310.00	184,525.00	88.32	* Account Type
0700 Property	0.00	0.00	525,000.00	525,000.00	0.00	
0800 Other Objects	1,385,857.70	578.42	1,455,000.00	69,142.30	95.25	
0900 Other Uses of Funds	0.00	0.00	111,000.00	111,000.00	0.00	
X Expense	1,385,857.70	578.42	2,091,000.00	705,142.30	66.28	* Account Type
61 Building Corporation	(8,927.30)	(129,240.60)	511,690.00	520,617.30	-1.74	Fund
Report Total:	593,059.57	(187,882.52)	(1,297,159.22)	(1,890,218.79)	-45.72	

Balance Sheet

Printed: 6/15/2023 12:31 PM
Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		914,230.06	(14,061.01)	900,169.05	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		528,968.25	(107,250.21)	421,718.04	11-950-00-0000-8102-000-0000
	COLOTRUST Account		3,774,816.22	16,539.45	3,791,355.67	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		658,347.51	1,190.45	659,537.96	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,687.19	91.03	100,778.22	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		82.21	0.00	82.21	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Accounts Receivable GF		5,907.82	0.00	5,907.82	11-950-00-0000-8153-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
	Accounts Receivable Food Service		28,321.66	1,936.43	30,258.09	11-950-31-0000-8153-000-0000
8100	Current Assets		<u>6,012,063.59</u>	<u>(101,553.86)</u>	<u>5,910,509.73</u>	* Account Class
Liabilities						
	Accounts Payable		(62,670.59)	(44,029.45)	(106,700.04)	11-950-00-0000-7421-000-0000
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7421-000-0000
	Accrued Salaries		1,103.92	(1,338.55)	(234.63)	11-950-00-0000-7461-000-0000
	Deferred Grant Revenue		(793.57)	0.00	(793.57)	11-950-00-0000-7482-000-0000-9393
	Tax Liabilities		0.86	0.00	0.86	11-950-01-0000-7471-000-0000
	PERA & Life Liab		2.29	0.20	2.49	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(46,293.10)	(15,370.02)	(61,663.12)	11-950-05-0000-7471-000-0000
	TITAN Account Bal Liability- Food Service		(17,888.28)	(3,681.23)	(21,569.51)	11-950-31-0000-7481-000-0000-9665
7400	Liabilities		<u>(127,338.47)</u>	<u>(64,419.05)</u>	<u>(191,757.52)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(415,000.00)	0.00	(415,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(4,935,195.63)	0.00	(4,935,195.63)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(534,529.49)	165,972.91	(368,556.58)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(5,884,725.12)</u>	<u>165,972.91</u>	<u>(5,718,752.21)</u>	* Account Class
11	Charter School		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Pupil Activity Fund 23						
Account Class	8100	Current Assets	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
	Description					
Current Assets						
	SF Checking 1stBank		382,512.97	3,949.55	386,462.52	23-950-00-0000-8100-000-0000
	SF Checking Arbiter Athletic		3,252.85	(1,395.04)	1,857.81	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>385,765.82</u>	<u>2,554.51</u>	<u>388,320.33</u>	* Account Class
Liabilities						
	Bus Liab Due to GF		(556.50)	(510.50)	(1,067.00)	23-950-00-0000-7400-000-0000
	MSSH Activity Accts Payable		(18,483.42)	(153,194.22)	(171,677.64)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(19,039.92)</u>	<u>(153,704.72)</u>	<u>(172,744.64)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Activity Net Income/Loss		(366,725.90)	151,150.21	(215,575.69)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(366,725.90)</u>	<u>151,150.21</u>	<u>(215,575.69)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Building Corporation 61					
Account Class	8100	Current Assets			
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets					
	Bldg Corp Gain on 2021 Refunding	(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020	1,413,865.83	(23,288.17)	1,390,577.66	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020	89,689.44	64,352.60	154,042.04	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021	976,859.46	4,342.79	981,202.25	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021	125,904.12	50,320.10	176,224.22	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021	269,059.75	33,513.28	302,573.03	61-950-65-0000-8105-000-0000-9393
8100	Current Assets	<u>2,507,628.00</u>	<u>129,240.60</u>	<u>2,636,868.60</u>	* Account Class
Fixed Assets					
	Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS	14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM	(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets	<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
Liabilities					
	Bldg Corp Premium on Bonds	(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest	(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
7400	Liabilities	<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
Reserved Co Dept of Ed use only.					
	Bldg Corp Unreserved Fund Bal	5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	120,313.30	(129,240.60)	(8,927.30)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	<u>5,544,653.99</u>	<u>(129,240.60)</u>	<u>5,415,413.39</u>	* Account Class
61	Building Corporation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
219359	Byers, Madison	1	05/01/2023	3536	1,103.92	0.00	1,103.92
21127	ACT, Inc	2	05/05/2023	3537	159.25	0.00	159.25
218195	Bimbo Bakeries USA	3	05/05/2023	3538	176.13	0.00	176.13
219363	Birkhofer, Heather	2	05/05/2023	3539	68.12	0.00	68.12
21015	Comcast Cable	2	05/05/2023	3540	1,293.86	0.00	1,293.86
218895	Desert Peak Marketing	2	05/05/2023	3541	7,695.00	0.00	7,695.00
217633	Diversified Underground Inc.	3	05/05/2023	3542	1,086.00	0.00	1,086.00
21183	Elite Awards and Trophies	2	05/05/2023	3543	78.00	0.00	78.00
21140	EON Office	2	05/05/2023	3544	677.28	0.00	677.28
21136	Home Depot Pro	2	05/05/2023	3545	537.60	0.00	537.60
21269	JW Pepper	4	05/05/2023	3546	410.73	0.00	410.73
218363	K&W Printing, Inc.	2	05/05/2023	3547	131.00	0.00	131.00
219358	Rand Consulting and Design LLC	3	05/05/2023	3548	390.00	0.00	390.00
219085	Royal Crest Dairy Inc.	3	05/05/2023	3549	2,860.11	0.00	2,860.11
21061	Security and Sound Design Inc	2	05/05/2023	3550	480.00	0.00	480.00
218862	Southern Exposure Landscape Management Inc	4	05/05/2023	3551	5,593.72	0.00	5,593.72
21098	Staples Advantage	2	05/05/2023	3552	1,601.60	0.00	1,601.60
217892	T-Mobile	2	05/05/2023	3553	56.52	0.00	56.52
21076	University of Northern Colorado	3	05/05/2023	3554	1,011.75	0.00	1,011.75
21078	Waste Management	2	05/05/2023	3555	705.82	0.00	705.82
218535	FirstBank	2	05/05/2023	3556	9,468.01	0.00	9,468.01
21552	Airgas USA LLC	8	05/16/2023	3557	45.63	0.00	45.63
21564	Avid Center HQ	15	05/16/2023	3558	19,925.00	0.00	19,925.00
218195	Bimbo Bakeries USA	10	05/16/2023	3559	96.26	0.00	96.26
21009	Brooms N More Inc	15	05/16/2023	3560	703.12	0.00	703.12
218383	Brown Property Services LLC	9	05/16/2023	3561	4,945.00	0.00	4,945.00
219140	Gold Star Foods- Colorado Division	8	05/16/2023	3562	20.00	0.00	20.00
21136	Home Depot Pro	15	05/16/2023	3563	332.10	0.00	332.10
218817	InfoArmor, Inc.	9	05/16/2023	3564	89.75	0.00	89.75
219356	Innovative Foods Inc.	9	05/16/2023	3565	4,845.49	0.00	4,845.49
219372	Investigations Law Group LLC	15	05/16/2023	3566	2,950.00	0.00	2,950.00
21269	JW Pepper	10	05/16/2023	3567	124.94	0.00	124.94
218363	K&W Printing, Inc.	8	05/16/2023	3568	765.75	0.00	765.75
219265	Las 9 Americas LLC	10	05/16/2023	3569	93.60	0.00	93.60
21092	Lincoln National Life Insurance	5	05/16/2023	3570	1,679.53	0.00	1,679.53
21447	Ojala, Jenny	10	05/16/2023	3571	29.25	0.00	29.25
21254	Republic Services Inc.	10	05/16/2023	3572	576.79	0.00	576.79
21093	Security Benefit	9	05/16/2023	3573	1,221.78	0.00	1,221.78
21681	Snappy Holdings LLC	10	05/16/2023	3574	990.15	0.00	990.15
218862	Southern Exposure Landscape Management Inc	10	05/16/2023	3575	2,796.86	0.00	2,796.86
219083	SparksWillson, P.C.	9	05/16/2023	3576	12,407.50	0.00	12,407.50
21098	Staples Advantage	8	05/16/2023	3577	1,601.60	0.00	1,601.60
219371	Texas Tech University	9	05/16/2023	3578	3,246.40	0.00	3,246.40
219370	Tjaarda, Jeff	9	05/16/2023	3579	280.00	0.00	280.00
217608	TK Elevator Corporation	5	05/16/2023	3580	1,440.00	0.00	1,440.00
21072	Town of Windsor	10	05/16/2023	3581	1,663.31	0.00	1,663.31
21120	Weld RE-4 School District	15	05/16/2023	3582	13.76	0.00	13.76
21079	Wells Fargo Financial Leasing	10	05/16/2023	3583	3,730.04	0.00	3,730.04
21080	Ace Hardware WCA	18	05/19/2023	3584	823.89	0.00	823.89
218195	Bimbo Bakeries USA	18	05/19/2023	3585	92.70	0.00	92.70
218808	CobraHelp	18	05/19/2023	3586	35.00	0.00	35.00
21015	Comcast Cable	18	05/19/2023	3587	3,409.05	0.00	3,409.05
21140	EON Office	18	05/19/2023	3588	96.92	0.00	96.92
218172	Excel Scholastic Services LLC	18	05/19/2023	3589	1,237.55	0.00	1,237.55
21025	Front Range Event Rental	18	05/19/2023	3590	1,389.08	0.00	1,389.08

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219377	Gann, Ryan	18	05/19/2023	3591	20.00	0.00	20.00
21136	Home Depot Pro	18	05/19/2023	3592	1,482.15	0.00	1,482.15
218363	K&W Printing, Inc.	18	05/19/2023	3593	378.50	0.00	378.50
21131	Knowledge Bound	18	05/19/2023	3594	56.43	0.00	56.43
21043	McGraw Hill Education	18	05/19/2023	3595	533.45	0.00	533.45
219125	Shred Monster LLC	18	05/19/2023	3596	160.00	0.00	160.00
21681	Snappy Holdings LLC	18	05/19/2023	3597	13.80	0.00	13.80
21345	Town of Windsor Finance Department	17	05/19/2023	3598	650.00	0.00	650.00
21345	Town of Windsor Finance Department	18	05/19/2023	3599	38,117.00	0.00	38,117.00
21353	Aims Community College	25	05/25/2023	3600	139,280.00	0.00	139,280.00
21009	Brooms N More Inc	24	05/25/2023	3601	395.00	0.00	395.00
21012	CenturyLink	24	05/25/2023	3602	163.14	0.00	163.14
21183	Elite Awards and Trophies	24	05/25/2023	3603	104.50	0.00	104.50
21140	EON Office	25	05/25/2023	3604	94.38	0.00	94.38
21136	Home Depot Pro	25	05/25/2023	3605	329.07	0.00	329.07
21269	JW Pepper	25	05/25/2023	3606	130.00	0.00	130.00
218363	K&W Printing, Inc.	24	05/25/2023	3607	383.50	0.00	383.50
21131	Knowledge Bound	24	05/25/2023	3608	300.20	0.00	300.20
218862	Southern Exposure Landscape Management Inc	24	05/25/2023	3609	268.96	0.00	268.96
219083	SparksWillson, P.C.	25	05/25/2023	3610	2,950.00	0.00	2,950.00
219373	State Side Services Inc.	24	05/25/2023	3611	35,122.56	0.00	35,122.56
21120	Weld RE-4 School District	24	05/25/2023	3612	72.40	0.00	72.40
219381	Windsor Police Department	24	05/25/2023	3613	193.29	0.00	193.29
21072	Town of Windsor	30	05/30/2023	3614	179,463.00	0.00	179,463.00
218208	OptumRX	6	05/08/2023	10689	6,554.26	0.00	6,554.26
218208	OptumRX	6	05/08/2023	10690	9.00	0.00	9.00
218960	Colorado In Motion	6	05/08/2023	10691	90.00	0.00	90.00
218960	Colorado In Motion	6	05/08/2023	10692	90.00	0.00	90.00
218960	Colorado In Motion	6	05/08/2023	10693	90.00	0.00	90.00
218960	Colorado In Motion	6	05/08/2023	10694	90.00	0.00	90.00
218960	Colorado In Motion	6	05/08/2023	10695	90.00	0.00	90.00
218208	OptumRX	6	05/22/2023	10696	6,854.22	0.00	6,854.22
218208	OptumRX	6	05/22/2023	10697	7.60	0.00	7.60
218960	Colorado In Motion	6	05/22/2023	10698	90.00	0.00	90.00
218960	Colorado In Motion	6	05/22/2023	10699	90.00	0.00	90.00
218960	Colorado In Motion	6	05/22/2023	10700	80.00	0.00	80.00
218964	Orthopedic Spine Center	6	05/30/2023	10701	121.93	0.00	121.93
218959	Advanced Medical Imaging	6	05/31/2023	10702	537.28	0.00	537.28
218964	Orthopedic Spine Center	6	05/31/2023	10703	1,619.69	0.00	1,619.69
218964	Orthopedic Spine Center	6	05/31/2023	10704	226.76	0.00	226.76
218997	Emergency Physicians of the Rockies	6	05/31/2023	10705	846.18	0.00	846.18
219364	Bakula, Sara	2	05/05/2023	91033	100.00	0.00	100.00
218905	Barrett, Hayden	2	05/05/2023	91034	500.00	0.00	500.00
21124	Blick Art Materials	2	05/05/2023	91035	483.60	0.00	483.60
217721	BSN Sports	2	05/05/2023	91036	75.60	0.00	75.60
21706	Burts Logo Apparel	3	05/05/2023	91037	142.50	0.00	142.50
219361	Carson, Ellie	2	05/05/2023	91038	500.00	0.00	500.00
219180	Chandler, Lilly	2	05/05/2023	91039	500.00	0.00	500.00
219167	Colorado High School Activities Association	2	05/05/2023	91040	20.00	0.00	20.00
21288	Electro-Mech Scoreboard Company	4	05/05/2023	91041	4,295.00	0.00	4,295.00
218104	Gaspar, Stephanie	2	05/05/2023	91042	100.00	0.00	100.00
218926	Golden View Classical	2	05/05/2023	91043	175.00	0.00	175.00
219123	Knutson, Emmitt	2	05/05/2023	91044	500.00	0.00	500.00
219362	Schmitz, Trevor	2	05/05/2023	91045	500.00	0.00	500.00
21098	Staples Advantage	2	05/05/2023	91046	126.17	0.00	126.17

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217951	Western Awards and Recognition	2	05/05/2023	91047	564.76	0.00	564.76
218535	FirstBank	2	05/05/2023	91048	12,575.79	0.00	12,575.79
219271	Banner Health Physicians Colorado LLC	15	05/16/2023	91049	1,625.00	0.00	1,625.00
21124	Blick Art Materials	15	05/16/2023	91050	1,485.87	0.00	1,485.87
219339	Cerullo, Adam	5	05/16/2023	91051	400.00	0.00	400.00
21183	Elite Awards and Trophies	8	05/16/2023	91052	623.00	0.00	623.00
219074	Evangelical Christian Academy	8	05/16/2023	91053	460.00	0.00	460.00
21635	Frontier Academy High School	9	05/16/2023	91054	700.00	0.00	700.00
21269	JW Pepper	15	05/16/2023	91055	247.07	0.00	247.07
218363	K&W Printing, Inc.	10	05/16/2023	91056	380.00	0.00	380.00
21548	NCIL League	9	05/16/2023	91057	450.00	0.00	450.00
218805	Ptarmigan Country Club	15	05/16/2023	91058	1,407.60	0.00	1,407.60
21567	Reedesign Concepts, LLC	10	05/16/2023	91059	960.00	0.00	960.00
21120	Weld RE-4 School District	15	05/16/2023	91060	85.16	0.00	85.16
21124	Blick Art Materials	18	05/19/2023	91061	301.58	0.00	301.58
21025	Front Range Event Rental	19	05/19/2023	91062	564.87	0.00	564.87
21269	JW Pepper	18	05/19/2023	91063	593.86	0.00	593.86
219376	Kulawiak, Thomas	18	05/19/2023	91064	1,000.00	0.00	1,000.00
219369	Mullins, Morgan	18	05/19/2023	91065	1,470.00	0.00	1,470.00
21098	Staples Advantage	18	05/19/2023	91066	242.15	0.00	242.15
219336	United Civil Design Group	18	05/19/2023	91067	4,500.00	0.00	4,500.00
219032	Varsity Athletic Apparel Inc.	18	05/19/2023	91068	421.25	0.00	421.25
217759	Woodwind Brasswind	18	05/19/2023	91069	354.81	0.00	354.81
21124	Blick Art Materials	24	05/25/2023	91070	1,523.33	0.00	1,523.33
217721	BSN Sports	24	05/25/2023	91071	5,357.91	0.00	5,357.91
21117	Carolina Biological	24	05/25/2023	91072	111.03	0.00	111.03
219380	Elite Youth Sports LLC	25	05/25/2023	91073	700.00	0.00	700.00
21269	JW Pepper	25	05/25/2023	91074	46.80	0.00	46.80
219117	Spirit Xpress LLC	24	05/25/2023	91075	3,840.00	0.00	3,840.00
21098	Staples Advantage	24	05/25/2023	91076	36.02	0.00	36.02
21120	Weld RE-4 School District	24	05/25/2023	91077	7,494.97	0.00	7,494.97
21088	American Fidelity	31	05/31/2023	53123111	3,625.58	0.00	3,625.58
21088	American Fidelity	31	05/31/2023	53123222	1,070.81	0.00	1,070.81
21088	American Fidelity	31	05/31/2023	53123333	14,907.31	0.00	14,907.31
21084	PERA	31	05/31/2023	53123444	1,825.00	0.00	1,825.00
21084	PERA	31	05/31/2023	53123555	2,370.01	0.00	2,370.01
219124	ISolved Inc.	31	05/31/2023	53123666	616,591.36	0.00	616,591.36
21084	PERA	31	05/31/2023	53123888	227,409.78	0.00	227,409.78
218205	Delta Dental of Colorado	24	05/01/2023	050123115	6,323.01	0.00	6,323.01
218207	UMR Health	6	05/05/2023	050523362	50,601.24	0.00	50,601.24
218208	OptumRX	6	05/08/2023	050823844	37,135.46	0.00	37,135.46
218208	OptumRX	6	05/15/2023	051523701	1,142.52	0.00	1,142.52
21156	Xcel Energy	2	05/15/2023	051523888	13,983.07	0.00	13,983.07
218208	OptumRX	6	05/22/2023	052223187	1,219.64	0.00	1,219.64
218601	Zelis	6	05/22/2023	052223755	149.74	0.00	149.74
218208	OptumRX	6	05/30/2023	053023689	685.34	0.00	685.34
218535	FirstBank	6	05/31/2023	053123803	50.00	0.00	50.00
218535	FirstBank	6	05/31/2023	053123804	12.00	0.00	12.00
217847	US Foods Inc.	7	05/31/2023	053123881	15,424.78	0.00	15,424.78
218208	OptumRX	6	05/31/2023	053123967	731.15	0.00	731.15
Report Totals					\$1,581,228.97	\$0.00	\$1,581,228.97

JOB DESCRIPTIONS 6.4.1

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	Job Description Update for Head of School Security
Agenda Item:	6.4.1
Pertinent Background Information:	The Head of School Security job description has been updated to address the need to update the language from "lockout" to "secure." Additionally, examples for the type of reports were stricken. Some of the examples that were provided do not apply to the responsibilities of security.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to the Head of School Security job description.
Attachments:	Head of School Security Job Description



JOB DESCRIPTION

Head of School Security

Summary

Responsible for providing safety and security-related services that support and facilitate the educational process at Windsor Charter Academy. Responsible for daily and monthly scheduling for all security staff. Schedule coverage for all after-hour and special event requests. Work in conjunction with law enforcement agencies.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Description of Job Tasks

- Completion of Armed School Employee Insurability Standards that outlines firearm training.
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Provide in-service training to help administrators be better prepared to deal with security-related matters and serve as a wrap-around services team member to support student success.
- Work closely with the principal and staff of the school to foster a better understanding of maintaining a secure learning environment. Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures.
- Assist school administrators, staff, and faculty in developing and supporting emergency procedures and emergency management plans, and assist with lock downs, ~~lockouts~~ **lockouts**, fire drills, and evacuation procedures.
- Conduct routine patrols of facilities to include buildings, parking lots and property; Operate equipment to include alarm systems and surveillance equipment.
- Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
- Coordinate security for crowd and vehicle control at extra-curricular activities and special events. Monitor and instruct students, visitors, and personnel on proper and lawful facility behavior. Help to define and maintain a respectful code of conduct.
- Serve as the initial first responder and school safety coordinator for campus emergencies.
- Provide classroom presentations on crime prevention and fundamental concepts and structure of the law. Teach law-related education, de-escalation techniques, and conflict resolution to students and staff.
- Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.
- Operate a two-way radio and qualify with a firearm.
- Develops, coordinates, oversees, and evaluates security measures (including locker inspections, prom/dances, etc.).
- Meets regularly with the Executive Director and other administrators to keep them informed of security issues and any present or future building and grounds security needs.
- Requests materials (stickers, violation notices, etc.) necessary for student/staff parking.

- Implements rules, regulations, and policies relating to student and staff parking.
- Recommends changes in policies, regulations and procedures as related to building and grounds security; recommends security modifications.
- Interacts with parent groups and community organizations.
- Prepares reports dealing with security ~~such as on-school parking, student discipline, security guard schedules, etc.~~
- Perform other duties as assigned by Executive Director.

Education and Related Work Experience

- High school diploma or equivalent
- Five years of related experience
- Experience working with students in a school setting preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado's driver's license
- CPR and first aid training will be required at hire
- Completion of NASRO training within 3 months of hire

Technical Skills, Knowledge & Abilities

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Knowledge of specialized de-escalation skills
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to maintain honesty and integrity in all aspects of the job
- Ability to work independently and manage time effectively
- Ability to maintain confidentiality in all aspects of the job
- Ability to promote and follow Executive Board policies
- Ability to work in varied environments with various people including students, administrators, teachers, parents, law enforcement, general public, etc.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to manage multiple priorities and manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to work flexible hours to cover school campus security and after hour events
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

Materials and Equipment Operating Knowledge

- Basic operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, etc.
- Operating knowledge of personal communication devices such as 800 MHz radio, cell phones and digital cameras

Physical Requirements & Working Conditions

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Close vision at 20 inches or less				X
Distance vision at 20 feet or more				X
Peripheral vision				X
Ability to adjust to focus				X

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

JOB DESCRIPTIONS 6.4.2

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	Job Description Update for Director of Food Services
Agenda Item:	6.4.2
Pertinent Background Information:	The Director of Food Services job description has been updated to address the responsibilities of coordinating the work of the School garden. Language was stricken that does not apply to the responsibilities of the Director. A new certification—Serve Safe Manager certification, was added under Licenses, Registrations or Certifications.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to the Director of Food Services job description.
Attachments:	Director of Food Services Job Description



JOB DESCRIPTION Director of Food Services

Summary

Responsible for the school's food service program, including food service operations, food safety, nutritional standards, kitchen infrastructure improvements, and department warehouse oversight. Promote the National School Lunch and Breakfast Program. Maintain compliance with all federal, state, and local regulations. Supervise personnel in warehouse, kitchen, and administrative functions. Manage budgets for all funds associated with food service. Monitor the required system of accountability for the Free and Reduced-Price School Meal Program. Maintain collaborative efforts with local organizations to provide community nutrition support.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Responsible for the school's food service program, including food service operations, food safety, nutritional standards, kitchen infrastructure improvements, and department warehouse oversight.
- **Coordinates the work of the school garden.**
- Ensure compliance with Executive Board and school policies and applicable regulations.
- Manage budgets for all funds associated with food service operations. Make estimates for projecting budget needs, including: cost of food and non-food items, labor expenses, and new or replacement equipment, equipment repair, food and meal prices, and other expenditures and revenues generated by the department.
- Oversee food service personnel in the areas of food production, inventory management, sanitation procedures, work schedules, accounting software systems, point-of-sale and cash collection systems, safety record keeping, purchasing, bids for food and non-food items, proper handling and use of commercial food, United States Department of Agriculture commodities, and non-food items and equipment.
- Maintain compliance with all federal, state, and local regulations and standards, including United States Department of Agriculture (USDA), Colorado Department of Education (CDE), and Weld County Department of Public Health and Environment.
- Develop and maintain guidelines, establish objectives, and set standards for all operations related to food service.
- Oversee professionals responsible for recipe and menu development, culinary skills, and nutrient analysis.

- Promote the National School Lunch and Breakfast Program to students, staff, and the community. Provide nutrition education to the students, staff, and the community. Respond to departmental inquiries and address concerns from parents and the community.
- Hire, train, mentor, coach, and conduct evaluations of personnel. Mediate conflict resolution and implement disciplinary actions as necessary. Provide and/or coordinate staff training and professional development.
- Monitor Free and Reduced-Price School Meal applications and the required system of accountability through CDE. Assist local, state, and federal auditors as needed when the operation is reviewed.
- Actively participate in **professional growth opportunities**:
 - ~~Department, team, school meetings and discussions.~~
 - ~~Student and/or family conferences and other meetings.~~
 - ~~Social, cultural, interscholastic, and extracurricular activities.~~
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree in management or food and nutrition services required; master's degree preferred
- Five years or more of related experience and experience managing multiple locations required; prior school food service experience preferred
- Equivalent combination of education and experience will be evaluated

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Licensed Registered Dietician preferred
- CPR and first aid training will be required at hire
- **Serve Safe Manager certificate**

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Ability to manage large-scale cooking operations involving decentralized facilities and delivery services.
- Experience in personnel management, budget development and funds management, conflict resolution, organization and planning, specification writing, procurement, marketing, menu planning, nutrient analysis, data analysis, information systems management, and food service design for new and remodeled kitchen facilities.
- Extensive communication, supervision, training, and public relations skills.
- Knowledge of USDA, CDE, and Weld County Department of Public Health and Environment regulations.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to develop intricate budgets and perform detailed analysis of budgets.
- Maintain confidentiality in all aspects of the job.
- Promote and follow Executive Board policies, school processes, and procedures.
- Communicate with students, parents/guardians, staff, and community members.
- Be a part of and work with a team.
- Manage multiple priorities.
- Manage multiple tasks with frequent interruptions.
- Maintain honesty and integrity in all aspects of the job.
- Adhere to attendance requirements, including regular and punctual employee presence.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Operating knowledge of point-of-sale systems, student information systems, vendor ordering systems, and financial systems.
 - Operating knowledge of kitchen equipment and warehouse equipment.
 - Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

Physical Requirements & Working Conditions

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Physical Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Close vision at 20 inches or less				X
Distance vision at 20 feet or more				X
Peripheral vision				X
Ability to adjust to focus				X

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

JOB DESCRIPTIONS 6.4.3

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	August 18, 2023
Re:	Job Description Update for Health Aide
Agenda Item:	6.4.3
Pertinent Background Information:	The Health Aide job description has been updated to address the day-to-day tasks that they are responsible. These tasks outline critical thinking skills that are required to complete the job.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Board consider and approve the revision to the Health Aide job description.
Attachments:	Health Aide Job Description



JOB DESCRIPTION Health Aide

Summary

~~Responsible for coordinating and collaborating with the school nurse for providing health care/first aid, medications, and/or assistance with medical procedures to students. Maintain and compile student health records, files, and database and health-related reports and documents.~~ **The Health Aide is trained by and works under the direction and license of the professional school Registered Nurse. The Health Aide provides health care, basic life support, and first aid for students and performs clerical and secretarial duties, as well as other duties delegated by the Registered Nurse. Responsible for responding to and managing medical emergencies on school grounds.**

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- ~~Evaluate and attend to students visiting the health office~~ **Responsibilities include but are not limited to:**
 - **Provide health care and/or first aid according to established policies & protocols.**
 - **Provide support for students' mental health needs.**
 - **Complete pediculosis checks as necessary.**
 - **Follow established Health Care Plans and treat students according to known health conditions. Requires knowing reported health conditions for every student in the school.**
 - **Evaluate students' health status and determine the need for transporting, referring to a provider, excluding from school for infectious symptoms, or sending the student back to class. Consult with the school nurse as needed and collaborate with the student's parents, teacher, and school administration if necessary.**
 - **Administer necessary medications as delegated by the school nurse, adhering to established policies and protocols. Under the delegatory clause, will be trained by the nurse to administer oral, inhaled, and injectable medications.**
 - **Perform delegated medical procedures including but not limited to G-Tube feedings, urinary catheterizations, bathroom transfers and hygiene care, oxygen care and maintenance, etc.**
 - **Document a comprehensive description of EACH health office visit including reported symptoms, observations and assessments, medication administration, and visit outcome into the student information system.**
- ~~provide health care and/or first aid, administer medications, adhering to district and state procedures, and perform delegated medical procedures. Contact parents as needed.~~

- Respond to medical emergencies on school grounds. Responsible for managing medical emergency situations which includes providing and directing life-saving care and until emergency services arrives.
- Follow student Emergency Action Plans and administer life-saving medications for conditions including but not limited to diabetes, seizures, life-threatening allergies and asthma.
- Assist in communicable disease prevention. Must complete daily tracking of students' infectious symptoms and communicable disease diagnoses for exclusion compliance and outbreak tracking.
- Manage students on the Concussion Protocol. Includes initiating protocol after assessment of student with newly diagnosed concussion, continual monitoring of symptoms, and clearance from concussion protocol after symptoms resolve in collaboration with the school nurse. Necessitates communication with parents, coaches & athletic director, teachers, nurse, and administration regarding status of student symptoms, necessary academic adjustments, and referrals to provider.
- Maintain health office records, including HCAP, immunization, medication, vision, hearing, cumulative health, accident, and injury records.
- ~~Enter data into the computerized health office log to document student visits to the health office.~~
- Coordinate student health needs between teacher, nurses, **school administration** and parents.
- **Create and distribute student health concerns list to necessary staff.**
- **Complete accident/incident reports on necessary cases.**
- ~~Gather data and prepare reports.~~
- Maintain the health office cleanliness and take inventory and order health office supplies ~~and equipment as needed~~ **based on established annual budget and according to purchasing protocols.**
- Prepare medications for field trips. **Preparation includes tracking all approved field trips, soliciting rosters from responsible teachers, ensuring delegation meeting is scheduled with teacher and school nurse, and preparing first aid backpacks to include necessary medications on day of the trip.**
- **Manage student immunization data. Includes intake of student immunization records, input of immunization data into student information system, and communication of immunization non-compliance with parents. Also includes facilitation of immunization exclusion deadline to ensure state immunization compliance under the guidance of school nurse. Requires knowledge of immunization schedules and state immunization requirements for schools.**
- **Complete monthly tracking of medication and provider order expiration dates. Communicate with parents for compliance.**
- **Complete monthly AED checks of all AED's on school grounds.**
- ~~Complete correspondence, forms, memos and newsletters as requested.~~
- ~~Attend required training classes and Health Aide meetings. Complete online professional development training as required.~~
- **Conduct student vision and hearing screenings. Screenings involve assisting the school nurse with scheduling screenings and managing the flow of students, entering screening data into student information system, completing re-screens as necessary, compiling referral data and sending referral letters to parents according to state law, and tracking parent compliance with referrals.**
- Treat staff injuries and file worker's comp reports.
- Attend required training classes and Health Aide meetings. Complete online professional development training as required.
- **Cover front desk duties when needed.**
- ~~Attend work and arrive in a timely manner.~~
- Perform other duties as assigned.

Demonstrate a commitment to:

- Understand and follow all State and Windsor Charter Academy policies, procedures, and protocols.
- Provide personal and professional excellence.
- Follow directives and guidance from the school nurse explicitly. Notify the school nurse of situations that require nursing judgement and for collaboration & guidance.
- Maintain confidentiality in all aspects of the job.
- Communicate professionally and effectively with students, parents/guardians, staff, and community members.
- Work collaboratively in a team environment with teachers, other staff, and administrators to provide an effective learning environment.
- Understand all Emergency Response Protocols and participate in all drills.
- Work independently and manage time effectively.
- Maintain honesty and integrity in all aspects of the job.

- Adhere to attendance requirements, including regular and punctual employee presence.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Understand, appreciate, and make accommodations for student diversity.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

Education and Related Work Experience

- ~~Associates Degree or higher preferred~~
- ~~One year of related experience in school~~
- ~~Equivalent combination of education and experience acceptable~~

Licenses, Registrations or Certifications

- ~~Criminal background check required for hire~~
- ~~CPR and first aid training will be required at hire~~
- ~~Administering medication in a school setting~~
-

Technical Skills, Knowledge & Abilities

- **Advanced** oral and written communication skills
- Conflict resolution skills
- English language skills
- Math **and accounting** skills
- **Advanced** interpersonal relations skills
- **Advanced customer service and public relations skills**
- **Advanced** critical thinking and problem-solving skills
- **Advanced organizational skills**
- **Ability to manage multiple priorities**
- **Ability to manage multiple tasks with frequent interruptions**
- **Ability to diffuse and manage volatile and stressful situations**
- **Ability and willingness to have medical contact with and provide physical care for students.**
- **Ability and willingness to provide basic janitorial services**
- **Knowledge of First Aid and CPR procedures and medication protocol**
- ~~Knowledge of basic medical equipment such as thermometer, glucometer, and pulse oximeter.~~
- Notifying school nurse of situations that require nursing judgement and for collaboration and/or guidance.
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Communicate with students, parents/guardians, staff, and community members.
- Knowledge of Emergency Response Protocols and participation in all drills.
- Manage health office supplies and ordering when needed based on purchasing policies.
- Be a part of and work with a team.
- Manage multiple priorities.
- Manage multiple tasks with frequent interruptions.
- Maintain honesty and integrity in all aspects of the job.
- Adhere to attendance requirements, including regular and punctual employee presence.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Work independently and manage time effectively.
- Diffuse and manage volatile and stressful situations.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
- Microsoft Word, **Google Suite**, PowerPoint, Excel, Adobe, and other software
- Typical office equipment
- Knowledge of basic medical equipment such as thermometer, glucometer, and pulse oximeter

Education and Related Work Experience

- Associates Degree or higher preferred
- One year of related experience in school setting
- Related experience in health care setting
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire
- Administering Medication in a School Setting certification
- Completion of school health aide training under the School Nurse

Physical Requirements & Working Conditions

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			✗	X
Walk			✗	X
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			✗	X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		✗	X	
Talk				X
Hear				X
Close vision at 20 inches or less				X
Distance vision at 20 feet or more				X
Peripheral vision				X
Ability to adjust to focus				X

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		✗	X	
Up to 100 pounds	✗		X	
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			✗	X
Communicate				X
Copy			X	
Coordinate			✗	X
Instruct			✗	X
Compute			X	
Synthesize			X	

Evaluate			✗	X
Interpersonal Skills				X
Compile			X	
Negotiate			✗	X

7.0

Executive Board
Pulled-Consent
Agenda Items

8.0

Member Pulled-
Consent Agenda
Items

9.0

Executive Session

A Board of Education, upon the affirmative vote of a quorum present, may convene in Executive Session at a Regular or Special Meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

10.0

Adjournment

The motion was made by Elaine Hungenberg and seconded by John Feyen to adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 9:00 p.m.